

## **SECTION C - DESCRIPTION/SPECIFICATIONS**

### **C.1.0 PORTSMOUTH SITE DESCRIPTION**

The U.S. Department of Energy (DOE) Office of Environmental Management (EM) is responsible for the cleanup and legacy waste management activities at the Portsmouth Gaseous Diffusion Plant (PORTS or Portsmouth Site). The Portsmouth Site is a 3,778-acre federal reservation in south-central Ohio, one (1) mile east of U.S. Route 23, in rural Pike County. The site is approximately 75 miles south of Columbus, Ohio, and 22 miles north of Portsmouth, Ohio. The nearest residential center is the village of Piketon (approximately 1,800 population), approximately five (5) miles northwest of the facility on U.S. Route 23.

### **C.1.1 BACKGROUND**

The Portsmouth Site was constructed by the Atomic Energy Commission in the early 1950s for the purpose of enriching the fissile isotope of uranium from natural uranium to various product concentrations. The facility was originally constructed and operated as a uranium enrichment plant to supply both highly enriched uranium and low enriched uranium (LEU) for defense purposes and commercial nuclear fuel sales. After 1991, the Portsmouth Site produced only LEU for commercial power plants. The 1992 Energy Policy Act initiated a process to privatize the DOE uranium enrichment enterprise. PORTS was subsequently leased to United States Enrichment Corporation (USEC) in 1993 and regulatory oversight transferred in large part to the Nuclear Regulatory Commission in 1997.

In May of 2000, USEC announced that enrichment operations at the Portsmouth Site would cease in 2001. In addition, USEC announced its intention to terminate the lease at Portsmouth and return those facilities to the DOE. DOE then decided that PORTS should be maintained in a status that would allow a cost-effective resumption of enrichment operations within 18 to 24 months (Cold Standby [CSB]). The Under Secretary of Energy approved the decision to terminate CSB effective September 30, 2005. Beginning October 1, 2005, the facilities were put in Cold Shutdown (CSD) as an interim measure until decontamination and decommissioning (D&D) activities begin. In 2005, an infrastructure contract was awarded to provide infrastructure support to the facilities retained by DOE.

In 2007, the decision to proceed with the D&D project was made. The D&D project was established with the approval of Critical Decision-1. A Facilities Support Services contract and a D&D contract were awarded in 2009 and 2010 respectively. In 2013, an environmental technical services contract was awarded to provide technical support to DOE and to support DOE oversight of the D&D project.

The Portsmouth Site currently has four (4) major prime contractors that support DOE with ongoing activities. The number of contractors and scope of the contracts may change during the period of performance of this Contract. The current contractors and their respective summary level of scope are described below:

1. Fluor-B&W Portsmouth, LLC is currently responsible for D&D of the Gaseous Diffusion Plant and its support facilities;
2. Mid-America Conversion Services, LLC is currently responsible for operations of the Depleted Uranium Hexafluoride Conversion (DUF<sub>6</sub>) Plant;
3. Portsmouth Mission Alliance, LLC (PMA) is currently responsible for infrastructure support services (ISS); and

4. Enterprise Technical Assistance Services, Inc., is currently the technical support services (TSS) contractor, providing support services directly to DOE.

During the term of this Contract, the Portsmouth Infrastructure Support Services Contractor (herein referred to as the Contractor) shall interface with the other site contractors and various other site tenants. The site has other tenants who are not directly supporting DOE activities. For example, those facilities and systems required for uranium enrichment at the American Centrifuge Plant (ACP) will remain leased.

This Performance Work Statement (PWS) represents the facility/infrastructure support services work scope under current conditions. Historical information provided from past facility/infrastructure support services applies to prior contracts unless otherwise noted.

### **C.1.2 GOALS AND OBJECTIVES**

The primary objective of this Contract is to perform infrastructure services at the Portsmouth Site. Infrastructure services includes: surveillance, maintenance, and repair and construction or replacement of facilities; janitorial services; grounds maintenance, snow removal, pest control; roadway and parking lot maintenance; IT, computer and telecommunication services; mobile equipment maintenance; records management and document control; safeguards and security; environment safety, health, and quality program; training services; mail services; and other activities and support to DOE. The Portsmouth/Paducah Project Office (PPPO) manages this scope under the EM Program.

### **C.1.3 CONTRACTOR PERFORMANCE**

The Contractor shall ensure that all its activities are performed in compliance with applicable Federal, State, local laws and regulations, Executive Orders, DOE directives, and Regulatory Agreements and Orders (see **Section J, Attachment J-1, Portsmouth List of Applicable Laws and Regulations (List A), and Attachment J-2, Portsmouth List of Applicable DOE Directives (List B)**). This includes protection and preservation of cultural, historic, or archeological resources, and constraints imposed by regulatory agreements between DOE and regulatory agencies. References to DOE Directives in Section C are provided for information and general understanding; however, **Section J, Attachment J-1, List A and Attachment J-2, List B** contain the specific applicable version of the DOE Directive applicable to Section C and are considered to be the principle requirements (See **Section H clause, Laws, Regulations, and DOE Directives**).

The Contractor shall provide all deliverables to DOE in accordance with **Section J, Attachment J-4, List of Deliverables**.

The Contractor shall furnish all personnel (See **Section J, Attachment J-8.C.1.3, Minimum Qualifications of Personnel**), facilities, equipment, supplies, and services (except as furnished by the DOE as set forth in this Contract); and otherwise do all things necessary for, or incident to, the performance of work under this Contract in a safe, compliant, efficient, integrated, and effective manner. The Contractor shall be responsible for planning, integrating, managing, and executing the programs, projects, operations, and other activities as described in this PWS.

The Contractor shall provide general operations oversight and project management functions to enable the safe operation of the infrastructure activities. In addition, the Contractor shall be responsible for the operations,

environment, safety, health, and quality assurance within its own organization and its subcontractors' organizations. Consistent with Section E of this Contract, DOE will utilize **Section J, Attachment J-11, *Quality Assurance Surveillance Plan (QASP)***, at a minimum, to perform its inspection and acceptance of Contractor services under the Contract.

The Contractor shall ensure that its technical approach and execution of work are compliant with the applicable statutory and regulatory requirements. The Contractor shall comply with all applicable federal, state, and local requirements and agreements including the protection and preservation of cultural, historic, or archeological resources. The Contractor shall recognize and work within the constraints imposed by this Contract and other regulatory agreements between DOE and regulatory agencies. Regulatory documents include, but are not limited to, all applicable laws, regulations, directives, permits, licenses, plans, orders, and agreements (See **Section J, Attachment J-1, *List A* and Attachment J-2, *List B***).

#### **C.1.4 TECHNICAL DOCUMENTS, EXHIBITS, AND OTHER ATTACHMENTS**

A summary of the Contract deliverables is provided in **Section J, Attachment J-4 *List of Deliverables***; however, the summary list does not include all required deliverables identified in all sections of the Contract. The Contractor shall be responsible for all the deliverables specified in all sections of the Contract, applicable standards, DOE directives, federal regulations, and regulatory documents under the Contract. A specific deliverable included on the Section J, Attachment J-4 list will be referenced as (**Deliverable #**).

To further define requirements and quantities of work within Section C, DOE has provided additional data in **Section J, Attachment J-8, *Technical Documents, Exhibits, and Other Attachments***. This data includes inventories, maps, tables, listings, historical workload, performance standards, etc. Each of the **Section J, Attachment J-8** attachments are cross referenced to the applicable section of the PWS and may be applicable to multiple PWS sections.

#### **C.2.0 MANAGEMENT AND ADMINISTRATION**

##### **C.2.1 ADMINISTRATION**

The Contractor shall plan, integrate, manage, and execute the programs, projects, operations, and other activities as described in this Contract. The Contractor shall provide a staff equipped with the necessary management skills, technical expertise, and experience to ensure performance objectives and standards are met.

As requested by DOE, the Contractor shall provide DOE with copies of all implementing policies, plans, and procedures for execution of programs required under this Contract (**Deliverable 3**). All deliverables provided under this Contract, including implementing policies, plans, and procedures, shall be the property of the Government for present and future use without any proprietary data limitations.

The Contractor shall provide general operations oversight and project management functions to enable the safe and secure operation of the infrastructure activities. In addition, the Contractor shall be responsible for the operations, environment, safety, health, and quality assurance within its own organization and flowing down the applicable Environment, Safety, Health, and Quality (ESH&Q) requirements into its subcontracts and for overseeing the implementation in its subcontractors' organizations. The Contractor shall also provide any required training for its own personnel.

The Contractor shall identify specific positions requiring requisite security clearances. The scope of this contract requires some personnel to have Q or L security clearances. Positions should be evaluated and clearances should only be requested for those that have specific duties that require clearances. For example, cyber security personnel may be required to obtain a DOE Q access authorization under this Contract. All IT and cyber security personnel (e.g., some System Administrators, Network Administrators, Information System Security Officers, Forensic Analysts, and Contingency Plan Coordinator) who have incident response and contingency planning responsibilities shall obtain and maintain a DOE Q clearance. All Contractor Security management, staff, and locksmith(s) at the Portsmouth Site shall be able to obtain, possess, and retain a “Q” Access Authorization based upon their respective job duties and access requirements. The Contractor is required to provide escorts for its own personnel who are not cleared, when required.

The Contractor shall submit a Deliverable Schedule to include the expected submission dates of all deliverables required by the Contract (**Deliverable 1**) within 10 calendar days of the Notice to Proceed (NTP) in order to facilitate the DOE review process. For documents requiring DOE approval, the schedule shall allow for the submission of a draft document to DOE for review and comment, and a final document for DOE approval. For documents requiring approval from an outside (i.e., non-DOE) organization, the schedule shall allow for the submission of a draft document for DOE review and comment, the submission of a draft document addressing DOE comments to the outside organization for review and comment, and a final document for approval by the outside organization.

The Contractor shall interface with the Portsmouth Site contractors and various other site tenants. Additionally, the Contractor shall provide a representative/point of contact to the Portsmouth Site Specific Advisory Board (SSAB). This representative shall coordinate with the DOE Federal Coordinator or DOE Project Manager and provide responses to the SSAB relative to questions concerning its work when requested (**Deliverable 2**).

#### **C.2.1.1 Invoice Performance Reports**

The contractor shall submit (**Deliverable 33b**) a recurring Invoice Performance Report (IPR) that summarizes the services and deliverables provided for the invoice period. The IPR shall include summary level descriptions of the progress, services rendered, and deliverables submitted. Each scope area should include the work scope elements as defined in **Section J, Attachment J-13, Invoice Performance Report and Annual Data Report Recurring Reports**.

As part of the IPR, the Contractor shall include a monthly self-assessment which assesses the Contractor’s work performance for that period against Contract requirements and performance standards. The Contractor shall support and provide requested information for DOE’s follow-up assessments each month that confirm compliance with contract requirements.

#### **C.2.1.2 Annual Data Reports**

The contractor shall submit (**Deliverable 33c**) a comprehensive Annual Data Report (ADR) as described in **Section J, Attachment J-13 Invoice Performance Report and Annual Data Report Recurring Reports**. The information shall be compiled each month of the fiscal year and provided to DOE on an annual basis, no later than November 30. The reported information in the ADR will cover the span of the fiscal year for the contract performance period, and will satisfy the criteria identified for each topical area.

## C.2.2 ENVIRONMENT, SAFETY, HEALTH, AND QUALITY PROGRAM

The Contractor's Integrated Safety Management (ISM) System and ESH&Q Programs shall be operated as an integral, but visible, part of how the Contractor conducts business. This program shall include: prioritizing work planning and execution; establishing clear ESH&Q priorities; allocating resources to address programmatic and operational considerations; and correcting non-compliances and addressing all hazards for all facilities, operations, and work. The Contractor shall ensure that cost reduction efforts and efficiency efforts are fully compatible with ESH&Q performance.

DOE shall conduct audits and surveillances of all aspects of the terms of this Contract to ensure compliance with the terms of this PWS. The results of all audits and surveillances will be resolved with the Contractor. DOE reserves the right to stop work in accordance with the **Section H Clause DOE-H-2021, *Work Stoppage and Shutdown Authorization***.

The Contractor shall actively participate in site wide planning and programmatic committees, as applicable to the scope of the Contract. The Contractor will participate and support the site's standing groups/committees addressing, for example: Safety, Electrical, Traffic, Land-Use, and Sustainability. If requested, the Contractor will chair and coordinate meetings, including preparation of agendas and minutes for these types of committees.

The Contractor shall perform work in accordance with the Portsmouth Shared Site process. Shared Site Forms must be completed and submitted to the designated points of contact for routine and Indefinite Delivery/Indefinite Quality (IDIQ) work activities, when applicable, in order to coordinate with other site contractors. When the Contractor must perform work in facilities and areas that are assigned to another site contractor (i.e. the D&D Contractor or DUF<sub>6</sub> Contractor), the Contractor must integrate safety basis and/or facility safety requirements into the work control process to ensure that all ESH&Q requirements are followed during the performance or work. The Contractor is expected to be familiar with and integrate the additional requirements of working in and around Hazard Category 2 and Hazard Category 3 as defined in **10 Code of Federal Regulations (CFR) § 830**, and/or Less than Hazard Category 3 facilities, which are operated by the D&D or DUF<sub>6</sub> Contractors.

### C.2.2.1 Worker Health and Safety

The Contractor shall develop and submit to DOE for approval a Worker Safety and Health Program (WSHP) (**Deliverable 4**) within 30 calendar days of the NTP that is compliant with the requirements specified in **10 CFR § 851**, and when implemented will reduce or prevent occupational injuries, illnesses and accidental losses.

The Contractor's safety program shall be integrated with other site-specific worker protection activities. The Contractor shall ensure the WSHP addresses and encompasses all work to be performed at the Portsmouth Site.

The WSHP shall also be applicable to the Contractor's subcontractors performing work at the Portsmouth Site. It is the Contractor's responsibility to ensure that all of its subcontractors performing work at the Portsmouth Site comply with the approved WSHP.

In addition, an updated WSHP shall be submitted to DOE for review and approval at least 90 calendar days prior to when any significant changes or additions to the WSHP are made. Annually, the Contractor shall submit either an updated WSHP to DOE for review and approval or a letter stating that no changes are

necessary in the currently approved WSHP. The Contractor shall incorporate worker health and safety changes directed by DOE consistent with **Section H clause, *Laws, Regulations, and DOE Directives***.

The Contractor will be provided safety and health personal protective equipment (PPE) by the D&D contractor for its workers. The PPE utilized shall be commensurate to the level and type of hazards present (as specified by the Contractor). The D&D contractor will be responsible for the subsequent decontamination and disposal of such PPE.

The Contractor shall report all occupational safety and health information on a quarterly basis as required in **DOE Order (O) 231.1, *Environment, Safety, and Health Reporting***. This reporting shall include electronic submission of injury and illness reports using the Computerized Accident/Incident Reporting System (CAIRS) (**Deliverable 5**). The Contractor shall take all actions necessary to preclude serious injuries and/or fatalities; keep worker radiation exposures and environmental releases As Low As Reasonably Achievable (ALARA) and below established limits; minimize the generation of waste; maintain or increase protection to the environment; and maintain or increase public and worker safety and health.

The Contractor shall develop and submit for DOE approval a Transportation Safety Document as required by **DOE O 460.1, *Hazardous Materials Packaging and Transportation Safety*** for onsite hazardous materials transfers (**Deliverable 12**) within 30 days of NTP.

#### **C.2.2.2 Integrated Safety Management (ISM)**

The Contractor shall develop and implement an ISM System that complies with the Section I Clause **DEAR 970.5223-1, *Integration of Environment, Safety, and Health into Work Planning and Execution***. The Contractor's ISM System shall ensure all work is performed in a safe and compliant manner that ensures the workers, public, and environment are protected from adverse consequences. The Contractor shall establish safety performance objectives, performance measures, and commitments (POMCs) as required by **DEAR 970.5223-1**.

The Contractor's ISM System shall include a lessons learned program that is compliant with DOE Directives. The lessons learned program shall be structured to identify and apply available lessons in safety, quality and performance to all work under this Contract as well as to capture, document, and provide lessons learned from all work under this Contract for future application by others.

The Contractor shall prepare an ISM System Description (**Deliverable 8**) in accordance with **DEAR 970.5223-1** requirements, including POMCs to implement the Contractor's ISM System, and submit the ISM System Description for DOE approval within 30 calendar days of NTP. The ISM System Description shall identify how the Contractor will maintain compliant and safe operations by integrating safety and health into all activities including environmental compliance. The ISM System Description shall describe how the Contractor will measure ISM System effectiveness. POMCs shall be reviewed annually in response to DOE program and budget guidance and updated to ensure the integrity of the system. The POMCs annual review and update shall be submitted for DOE approval (**Deliverable 9**). In addition, the ISM System shall be subject to a verification review and approval by DOE.

The Contractor shall also interface and provide **Deliverable 11** to the DOE-designated contractor responsible for the Environmental Management System for its assigned activities, including pollution prevention, waste

minimization, and hazardous waste diversion, water use reduction and green-house gas reduction, in accordance with **DOE O 436.1, *Departmental Sustainability***.

### **C.2.2.3 Occupational Radiation Protection Program**

The Contractor shall conduct all radiological activities in compliance with a documented Radiation Protection Program (RPP) approved by DOE. For radiological work in other contractors' facilities, the Contractor work to procedures or other work control documentation consistent with the D&D contractor's approved RPP that meets the requirements of **10 CFR § 835, *Occupational Radiation Protection***. The Contractor shall conduct its work to minimize worker exposure to radiation and minimize the spread of contamination. The Contractor shall keep occupational and environmental radiation exposures ALARA. The Contractor shall provide timely response to employee and public concerns regarding radiological activities and the impact of these activities on the health and safety of the community.

The Contractor shall submit the written RPP documentation (**Deliverable 6**) to DOE for approval within 40 calendar days of NTP. In addition, updates shall be submitted to DOE for review and approval at least 90 calendar days prior to any significant changes or additions are made.

The ALARA process shall be implemented such that control and management of radiological activities is optimized so that releases to the environment as well as doses to members of the public are kept ALARA.

The Contractor will receive dosimetry services (internal and external bioassay and dosimetry) from the D&D contractor (See **Section J, Attachment J-5, *Government Furnished Services and Interface Requirements Matrix***).

### **C.2.2.4 Emergency Management**

The Contractor shall participate in the site's Emergency Management program including planning, preparedness, response, recovery, and readiness assurance per **DOE O 151.1, *Comprehensive Emergency Management System***. The Contractor shall designate an individual to be responsible for and to administer emergency management functions for the organization. The designated individual is responsible for coordinating infrastructure emergency management activities with the Portsmouth Site Emergency Management Program.

The Contractor shall coordinate with the D&D contractor and provide adequate staff to support the Emergency Operation Center (EOC) and Joint Information Center (JIC) efforts for its operations, testing, and exercises to ensure adequate support is available to respond to an emergency. The Contractor shall provide on-call personnel to support positions within the DOE EOC and JIC for drill/exercises and emergency events. The Contractor shall support exercises including the EOC and JIC at least quarterly or as needed. The Contractor shall also participate in and support site drills including the plant population at least twice per year. Some aspect of the emergency management program is being drilled or exercised monthly. Not all personnel will play a role in all drills/exercises, but the Contractor shall support core areas such as security more frequently. The Contractor shall staff the JIC position appropriate to the PWS (for example, ISS Spokesperson and EOC position for Security Coordinator).

The Contractor shall provide Building/Project Emergency Contingency Plans for all assigned buildings within 40 calendar days of the NTP (**Deliverable 18**) for information. These plans shall also be provided for any newly assigned facilities or changes to existing within 40 days of assignment. Additionally, the plans shall be provided when changes are necessary.

The Contractor shall provide input to the D&D Contractor, with copy of input to DOE, for the annual updates to the Portsmouth Site Emergency Plan and the Portsmouth Emergency Readiness Assurance Plan (**Deliverables 19 and 20**).

In accordance with **DOE O 151.1, *Comprehensive Emergency Management System***, the Contractor shall develop and maintain infrastructure facility specific Emergency Plan Implementing Procedure(s). Documentation of flow-down from the Portsmouth Site Emergency Plan shall be submitted to DOE for approval within 40 calendar days of the NTP (**Deliverable 21**).

The Contractor shall prepare and submit hazardous material inventory information to Site Emergency Management Coordinator for updates of a site wide All-Hazards Surveys and Emergency Planning Hazard Assessments or whenever a major change affecting the hazards occurs (**Deliverable 23**).

The Contractor shall assist the Site Emergency Management Coordinator to develop and update as needed, facility-specific Emergency Action Levels for the spectrum of potential Operational Emergencies identified by the Emergency Planning Hazard Assessment to include protective actions for implementation in the Site Emergency Program (**Deliverable 25**).

The Contractor shall provide annual updates (**Deliverable 22**) to the D&D Contractor for incorporation into the Portsmouth Site Continuity of Operations Plan (COOP) in coordination with the Portsmouth Site COOP program in accordance with **DOE O 150.1, *Continuity Program***.

#### **C.2.2.5 Quality Assurance**

The Contractor shall review, revise as needed, submit any revisions for DOE approval, and (once approved) execute and continually strive to improve the approved organization-specific **Quality Assurance Program (QAP) (Deliverable 13)** in accordance with 10 CFR 830, **DOE O 414.1, *Quality Assurance***. The QAP shall be submitted to DOE for approval within 40 days of the NTP and approval must be received prior to transition of operations.

The Contractor's QAP shall be applied to all work performed by the Contractor (e.g., mission, safety, and health). The Contractor's QAP shall include an organizational-specific Quality Assurance Implementation Plan (QIP) describing how the requirements of the QAP are implemented and flowed down to lower tier organizations (**Deliverable 13**). The QIP may be part of the QAP or a separate document. The Contractor shall review and annually update its QAP/QIP and submit for DOE approval, or submit a letter stating no changes are necessary. The implementation of QAP requirements shall be in accordance with the QIP. The Contractor's implementation of a specific QAP shall not relieve the Contractor from any responsibility to furnish the contracted items/services in full conformance with all the terms of the Contract, 10 CFR 830 or other applicable laws and regulations. If there is any inconsistency between the specific QA program and any other terms of the Contract, the more restrictive requirements apply.

#### C.2.2.6 Contractor Assurance System

The Contractor shall develop, submit for DOE approval, and (once approved) implement the approved Contractor Assurance System (CAS) Description (**Deliverable 17a**), as required by **DOE O 226.1, Implementation of DOE Oversight Policy**, within 40 days of NTP. The Contractor shall submit quarterly status reports, including trending analysis thereafter (**Deliverable 17b**). This quarterly report shall identify and address program and performance deficiencies, opportunities for improvement, and processes to report deficiencies to the responsible managers and authorities, and shall be tailored to site-specific requirements at PORTS. The CAS Description shall establish and effectively implement corrective and preventive actions, and share lessons learned across all aspects of the work scope. The Contractor shall review the CAS and submit a declaration of compliance annually to DOE (**Deliverable 15**).

#### C.2.2.7 Issues Management System

The Contractor shall develop and implement a comprehensive Issues Management System as part of the CAS for the identification, assignment of significance category, and processing of quality or safety-related issues identified within the Contractor's organization in accordance with **DOE O 414.1, Quality Assurance** and **DOE O 226.1, Implementation of DOE Oversight Policy**. The Issues Management System shall be integrated with QAP and CAS programs.

The Contractor shall develop and implement a single computerized comprehensive Issues Management System for assignment of significance category, and processing for all issues. The significance assigned to the issues shall be the basis for all actions taken by the Contractor in correcting the issue from initial causal analysis and reviews for reporting to DOE through completion of Effectiveness Reviews. The Contractor will provide a listing of open actions and status monthly for information (**Deliverable 16**).

#### C.2.2.8 Notifications and Occurrence Reporting

The Contractor shall establish and implement practices to ensure appropriate event notification. The Contractor shall notify the assigned DOE Facility Representative (FR) for events such that real time notification of DOE line management occurs for personnel injuries, personnel radioactive contamination or internal deposition, chemical exposures, work stoppages, and other situations that might receive public, regulatory, or DOE-Headquarters (HQ) attention. In addition, the FR shall be notified on a 24/7 basis of events that reach a threshold to notify the Facility Manager, including non-reportable and adverse conditions. Specific criteria for FR notification shall be, but are not limited to, employees receiving occupational injuries, exposed to hazardous substances above regulated limits, receiving skin or personal clothing contamination, issuance of a stop work declaration, failure to isolate hazardous energy, transportation incidents/accidents involving radioactive or hazardous materials, loss of control of classified or nuclear material, or non-compliance with environmental permits.

The Contractor shall review and categorize identified issues as required by **DOE O 232.2, Occurrence Reporting and Processing of Operations Information**. The Contractor shall prepare Occurrence Reporting and Processing System (ORPS) reports when appropriate and perform subsequent follow-up actions to address the reported issues as necessary in accordance with these requirements. The reports shall be submitted per occurrence to the DOE ORPS in accordance with **DOE O 232.2, Occurrence Reporting and Processing of Operations Information**.

The Contractor shall include in their QAP graded approach document how the following will be conducted:

- Establish and implement operations practices for investigating events to determine their impact and prevent recurrence, addressing the following elements:
  - Specific events requiring investigation and criteria for identifying other events or conditions to be investigated;
  - Designation of investigators and their training and qualification;
  - Investigation processes and techniques;
  - Causal analysis and corrective action determination;
  - Event investigation reporting, training, and trending; and
  - Responses to known or suspected sabotage.
- Support DOE accident investigations for accidents occurring on self-performed and subcontracted work activities, as required in current DOE directives.

#### **C.2.2.9 Safety Culture**

The Contractor shall:

- 1) Adopt and continuously improve organizational culture (site core values and behaviors), Safety Culture, and Safety Conscious Work Environment, including implementation and utilization of programs/processes that support employees raising concerns without fear of retaliation. These programs/processes include, but are not limited to the Employee Concerns Program, the Differing Professional Opinions Process; Ethics and Compliance Program/Process; and Alternative Dispute Resolution;
- 2) Continuously promote a work environment where employees are encouraged to raise concerns. The Contractor shall define expectations, rigorously reinforce those expectations, and take actions to mitigate the potential for a chilling effect;
- 3) Conduct business in a manner fully transparent to DOE. Activities are demonstrated by open, clear, and well-communicated management actions and technical and project documentation. Identified issues and trends are proactively shared with DOE;
- 4) Champion a culture that promotes proactive self-identification and reporting of issues that identifies and takes action on systemic weaknesses leading to sustained continuous self-improvement
- 5) Champion a culture that emphasizes the following attributes:
  - a. Demonstrated safety leadership;
  - b. Risk-informed, conservative decision making;

- c. Management engagement and time in the field;
- d. Staff recruitment, selection, retention, and development;
- e. Clear expectation and accountability;
- f. Personal commitment to everyone's safety;
- g. Teamwork and mutual respect;
- h. Participation in work planning and improvement;
- i. Mindful of hazards and controls;
- j. Credibility, trust and reporting errors and problems;
- k. Effective resolution of reported problems;
- l. Performance monitoring through multiple means;
- m. Use of operations experience; and
- n. Questioning attitude.

#### **C.2.2.10 Employee Concerns**

- 1) The Contractor shall establish and maintain an ECP that effectively addresses, resolves, and prevents recurrence of employees' concerns.
- 2) In addition, the Contractor shall establish and maintain an ECP that complies with **DOE O 442.1, *Department of Energy Employee Concerns Program***.
- 3) The Contractor shall:
  - a) Accept, for resolution, existing employee concerns unresolved at the close of the initial Contract transition period.
  - b) Participate in the chartered Sitewide ECP committee.
  - c) Assist DOE in the resolution of employee concerns in a manner that protects the health and safety of both employees and the public and ensures effective operation of DOE-related activities under their jurisdiction.
  - d) Conduct an annual self-assessment to measure the effectiveness of the ECP and implement corrective actions, as necessary.
  - e) Provide timely notification to DOE of significant staff concerns or allegations of retaliation or harassment.

The Contractor shall prepare and submit to DOE quarterly and annual Employee Concerns Status Reports (**Deliverable 28**) for lessons learned and identification of possible adverse trends.

#### **C.2.2.11 Waste Management and Pollution Prevention**

The Contractor shall be responsible for compliantly managing all waste it generates, to include compliant initial characterization, storage and accumulation, and support to/for final disposition. Waste disposal will be the responsibility of the D&D contractor. The Contractor will be responsible for waste management activities until turnover to the D&D contractor. Radioactive waste shall be managed in accordance with **DOE O 435.1, *Radioactive Waste Management*** until transferred to the D&D Contractor.

The Contractor shall establish a Waste Management Program meeting the requirements of **DOE O 435.1, *Radioactive Waste Management*; DOE M 435.1-1 *Radioactive Waste Management Manual*; and DOE N**

**435.1** prior to generating waste. Within 60 days of NTP, the contractor will generate a waste generation forecast (**Deliverable 29**) estimating the types and quantities of waste expected each year of the contract. This shall include the planned disposition pathway, characterization process and storage containers and locations. It shall also include the interface and turnover process between the Contractor and the D&D contractor. The Contractor shall also submit an annual waste forecast by August 1 each year, identifying the volume of waste to be generated and the anticipated disposition/recycle pathway by task/by month. Any waste designated for disposal, must identify the waste type and projected disposal facility. This forecast should also be updated quarterly by the 15<sup>th</sup> of the month following the quarter and submitted to DOE (**Deliverable 30**).

The Contractor shall develop and implement a Pollution Prevention Plan in accordance with **Executive Order 13834, *Efficient Federal Operations*, (Deliverable 31)**, which includes recycling and a hazardous materials reduction program that ensures unnecessary waste is not generated and that encourages waste reduction. The Pollution Prevention Plan shall be submitted to DOE for approval within 30 calendar days of the NTP. Annually, the Contractor shall submit either an updated Pollution Prevention Plan to DOE for review and approval or a letter stating that no changes are necessary in the currently approved Pollution Prevention Plan.

The Contractor shall collect, stage, and disposition recyclable consumables from buildings and structures requiring janitorial services, as listed in **Section J, Attachment J-8.C.2.1, *Listing of Facilities Responsibility Matrix***. The Contractor shall coordinate with the D&D Contractor for centralized recycling points, where appropriate. The Contractor shall report the recycle numbers to the DOE on a monthly basis with a breakdown of quantities in pounds for glass, plastic, aluminum, paper, computing equipment, and cardboard, as well as the number of printer cartridges and copier toner cartridges sent to a certified recycler for re-use (**Deliverable 32**).

## **C.2.3 ENGINEERING**

The Contractor shall provide all engineering support required to perform this PWS. The Contractor is responsible for determining the level of engineering support necessary. Engineering activities may include, but are not limited to engineering management, waste management engineering, facility engineering, system engineering, structural engineering, project engineering, computer engineering, fire protection engineering, mechanical engineering, and civil engineering. Professional Engineers registered within the State of Ohio may be required for structural engineering assessments and projects wherein the safeguarding of life, health and property is concerned. All engineers shall design items and processes using sound engineering/scientific principles and appropriate standards; incorporate applicable requirements and design bases in design work and design changes; identify and control design interfaces; verify/validate the adequacy of design products using individuals or groups other than those who performed the work; and verify/validate work before approval and implementation of the design. The Contractor will update and issue final drawings for any facility changes. These drawings shall be provided to the D&D contractor for inclusion in the site engineering management system.

## **C.2.4 PROJECT MANAGEMENT**

### **C.2.4.1 Project Management Activities**

The Contractor shall establish, maintain, and use a performance measurement system, identified as the Contractor Performance Baseline (CPB) that accurately records and reports the Contract performance against the requirements of the Contract, accurately reflects the Contract price in Section B of the Contract, and is consistent

with DOE and EM policies and guidance for operations activities. The Contractor shall provide all software it may need to perform accounting, business, and project controls functions under this Contract.

The CPB must include the Basis of Estimate (BOE) Statements associated with the contract pricing that are required to be submitted within five (5) days of NTP (**Deliverable 35**). The BOE documents shall support the Contractor's proposed prices by specifically identifying assumptions, as well as the resource quantities (labor hours, material quantities, etc.) and unit rates (labor rates, equipment rental rates, etc.) for all direct cost elements (direct labor, materials, equipment, other direct costs, etc.). The performance measurement system shall establish performance milestones, schedules, and percentage of project completion. The performance measurement system shall employ sound performance measurement principles and provide adequate insight into potential risks to DOE relating to achievement of schedule and technical performance objectives.

The Contractor shall ensure the CPB remains aligned with the Contract terms to include scope, cost and schedule. The Contractor shall ensure timely response to Contract modifications and declaration of changed conditions, through the submission of Contract change proposals and/or baseline change requests to maintain alignment of the CPB with the Contract. The Contractor shall provide all management and technical information to:

- a. Support the budget formulation activities including, but not limited to, emerging work items list, budget formulation inputs (including Integrated Priority List), budget update submissions, budget scenario development, and budget presentations (such as public and regulatory briefings, etc.);
- b. Develop and submit Annual Spend Plans, Monthly Spend Plan Reports, Full Time Equivalent staffing projections, actual headcount projections, and other similar reporting information;
- c. Meet the data requirements of the DOE Integrated Planning, Accountability and Budgeting System (IPABS);
- d. Support audits, evaluations, and external technical reviews; and
- e. Support other DOE project performance assessments and information needs.

All project management information developed under this contract shall be provided electronically or be electronically accessible by DOE. In support of the Portsmouth Integrated Site-wide Federal Lifecycle Baseline, the Contractor shall also provide the CPB information to the ETS Contractor, or other DOE prime contractor, as designated (**Deliverable 34**).

The Contractor shall submit the Contractor's Monthly Performance Report (**Deliverable 33a**). This deliverable includes information to satisfy multiple performance reporting requirements. The submittal shall include:

- a. EVMS information using the following OMB Contract Performance Report formats (DID-MGMT-81466)
- b. Format 1, DD Form 2734/1, Mar 05, Work Breakdown Structure
- c. Format 2, DD Form 2734/2, Mar 05, Organizational Categories
- d. Format 3, DD Form 2734/3, Mar 05, Baseline
- e. Format 4, DD Form 2734/4, Mar 05, Staffing
- f. Format 5, DD Form 2734/5, Mar 05, Explanations and Problem Analysis

The CPRs shall be provided in the format forms referenced in Integrated Program Management Report (IPMR) Data Item Description (DID) DI-MGMT-81861 unless the Contract specifies otherwise. The CFSR shall be provided in accordance with Data Item Description, DI-MGMT-81468, Contract Funds Status Report (CFSR), or equivalent.

The Contractor shall submit the MPR to the CO, with a copy to the Office of Project Assessment [ContractorsMPR@hq.doe.gov](mailto:ContractorsMPR@hq.doe.gov), not later than ten (10) business days following the end of each calendar month. The report shall provide the prior month's performance for each Contract Line Item Number (CLIN) and an update of the performance to date. The report shall include a narrative description of scope accomplished, progress on corporate and Contract specific performance metrics, status of milestones, and deliverables.

A separate presentation/report will be provided to DOE on the same day as the Monthly Performance Report.

The Monthly Performance Report shall also include an executive summary comprising the following sections:

- a. A concise narrative of the project status including scope accomplished during the reporting period, near term activities to be performed, and whether project is on target to meet objectives and whether any new risks have been identified.
- b. An update of the schedule with details of deviations from the critical path or near critical path, their root cause, and potential impacts to the project.
- c. Explanation of near term milestones and deliverables at risk of being missed.
- d. Discussion of corrective actions currently in place to address performance issues including initiation date of corrective actions.
- e. A short narrative explaining any funding issues.
- f. Information on any safety or quality matters that emerged or persisted during the reporting month.

Additional information/sections may be added or re-organized to provide an efficient manner to present and discuss information for each project. Action items from monthly meetings shall be identified and reported on each month. Along with the submittals above, the following electronic files are required.

- a. Excel file of the monthly spend plan by month at WBS Level5 (or lower if necessary) for current FY, FY+1, and a Total Contract Estimate at Completion column.
- b. Primavera (P6) status file at the end of the reporting period.
- c. PDF version of P6 status file.

The Contractor shall provide the Work Breakdown Structure (WBS), WBS dictionary, and WBS/PWS crosswalk (**Deliverable 36**) within 45 days of NTP. The schedule shall be provided utilizing the current version of Primavera Systems, Inc., Enterprise for Construction® software unless otherwise agreed to by DOE.

The Contractor shall prepare and submit an Annual Work Plan (**Deliverable 37**) by September 1 of each year that reflects the requirements and schedule of this Contract and the metrics to be achieved during the forthcoming year.

The Contractor shall assist in the performance of all applicable project reviews that may include, but are not limited to, independent project reviews; quarterly project reviews; safety, security, and quality assurance assessments; and periodic reviews of project performance.

#### C.2.4.2 Status Meetings

The Contractor shall establish a routine weekly status/project integration meeting with DOE (and include other organizations and contractors as necessary) to review ongoing and future Contract activities and issues. Within these routine weekly status meetings, the Contractor shall provide a brief written weekly status of ongoing and future Contract activities to DOE. The Contractor shall also participate in the recurring team meetings with DOE and other organizations and contractors to discuss ongoing and future Contract activities and issues. The meetings include, but are not limited to; D&D project weekly planning meeting, Contractor project weekly meeting, monthly Shared Site meeting, monthly Contractor performance review, and relevant monthly Integrated Project Team meetings).

#### **C.2.4.3 Analysis of Funding Changes**

The Contractor shall analyze proposed or directed funding changes for their impact on scope and schedule elements of the Contract, and shall advise DOE of any such impacts.

### **C.2.5 PROPERTY MANAGEMENT**

#### **C.2.5.1 Real Property Services**

In accordance with DOE O 430.1, real property must be managed in a safe, secure, cost effective, and sustainable manner; ensure the financial investments in real property are aligned to meet DOE mission needs and requirements; and ensure the real property portfolio is appropriately sized, aligned, and in proper condition to support efficient mission execution. Specific requirements for real property management are included in C.3.4.1, Property Management Services.

The Contractor shall be responsible for the space management planning in government furnished facilities for its use as well as any office relocations, minor or miscellaneous furniture moving, and fixture installation, removal or adjustment for its personnel. Office relocations for other site personnel are addressed in C.3.4.1, Property Management Services.

#### **C.2.5.2 Personal Property**

The Contractor shall manage all personal property assigned/Government Furnished Equipment (GFE) in accordance with FAR 52.245-1, *Government Property*. The Contractor shall also routinely input data and maintain the Property Information Database System (PIDS).

**Attachment J-3, Portsmouth Infrastructure Accountable Property List**, includes GFE for which replacement is reimbursable under Section C.4.2, Replacement of Government Furnished Property. Title to all property included in **Attachment J-3, Portsmouth Infrastructure Accountable Property List**, will continue to vest with the Government.

DOE will also provide the Contractor with additional GFE (see **Attachment J-8.C.2.5.2, Summary of Additional Government Furnished Property**) in “as-is” condition. Replacement of GFE included in **Attachment J-8.C.2.5.2, Summary of Additional Government Furnished Property** shall be at the discretion and expense of the Contractor, and the Contractor will retain title to all property acquired by the Contractor for use on the Contract that is not otherwise included on **Attachment J-3, Accountable Property List**. Disposition

of any GFE on **Attachment J-8.C.2.5.2, *Summary of Additional Government Furnished Property*** shall be in accordance with the terms and conditions of this Contract.

The Contractor shall be responsible for personal property management functions for assigned personal property (**Section J, Attachment J-3, *Accountable Property List***), and as assigned by the CO. These functions are:

- The Contractor shall manage all assigned government-owned accountable and non-accountable personal property in accordance with **41 CFR 101 and 41 CFR 109**.
- The Contractor shall ensure all written warranties for items purchased using federal funds are issued with DOE as having full ownership title.
- The Contractor shall disposition classified equipment and material in accordance with the requirements of **41 CFR 109-45.309-52, DOE O 471.6, *Information Security***, and **DOE O 205.1, *DOE Cyber Security Program***.
- The Contractor shall maintain a cradle to grave high-risk material and equipment identification and reporting process. The Contractor shall identify, control, and disposition high-risk property as directed by DOE.
- The Contractor shall disposition nuclear-related or proliferation sensitive property in accordance with the requirements of **41 CFR 109-45.309-53**.

The Contractor shall disposition Automatic Data Processing Equipment as stated in **41 CFR 109-43.307-53** and in accordance with **DOE O 205.1, *DOE Cyber Security Program***.

The Contractor shall interface with the Southern Ohio Diversification Initiative (SODI) to transfer eligible excess personal property per the SODI/DOE Property Transition Agreement.

## **C.2.6 EXPORT CONTROL INFORMATION (ECI) PROGRAM MANAGEMENT**

The Contractor shall implement an ECI Program for the Portsmouth Site (inclusive of D&D, TSS, and DOE activities) to comply with export control policies for applicable activities such as procurement, property transfers, and waste disposition. The Contractor shall develop and implement an export compliance program and designate a lead for the program. This individual should be independent of the classification program. Additionally, a separate individual should be designated as responsible for High Risk Property. These individuals should be adequately trained in the subject matter associated with the Portsmouth Site. Individuals should have experience with U.S. Government export licensing agencies (e.g., DOE, NRC, DOS, and OFAC) and the interpretation and implementation of associated federal export control regulations. Individuals should be familiar with the export licensing processes, proliferation risk assessments, high-risk property transfers, demilitarization requirements, nuclear technology authorizations, counterproliferation support, interdiction support, **10 CFR Part 810—Assistance to Foreign Atomic Energy Activities** authorizations, and export enforcement organizations. The Contractor shall have training and approval authority for DUF<sub>6</sub> Conversion Project ECI matters for site-wide information security concerns, but will defer to the DUF<sub>6</sub> Conversion contractor's ECI reviewing officials for the final site authority for DUF<sub>6</sub> Conversion Technology.

The Contractor shall:

- Develop a mission statement, training for staff members, an internal compliance program, and technology control plans for sensitive technology and related equipment;
- Implement Restricted Party Screening into requests for visits, assignments, procurements, contractors, collaborators, etc.;
- Provide ad-hoc technical support, export control guidance, and proliferation assessments related to specific equipment, materials, and technologies useful in nuclear, chemical, biological, and missile (NCBM) weapons of mass destruction applications;
- Serve as a subject matter expert for the interpretation of U.S. export control laws and regulations and how they apply to specific proliferation-sensitive equipment, materials, and technologies;
- Evaluate emerging proliferation threats, its magnitude and implications for the U.S. and U.S. interests worldwide, and the effectiveness of national and multinational export controls for NCBM-related equipment, materials, and technologies;
- Develop and deliver various training programs on topics such as sanctions programs, export control requirements, nonproliferation, high risk property, technology control plans, and internal compliance programs, among others;
- Provide subject matter expertise in all areas related to U.S. export controls and associated legal requirements, as well as nonproliferation principles and objectives;
- Perform commodity identification determinations in association with DOE high risk property and Department of Defense demilitarization requirements;
- Assist with enforcement and interdiction efforts related to proliferation efforts;
- Compile procedures, reports, and guides related to best management practices and related assessments;
- Evaluate and recommend ECI screening software for the Portsmouth Site;
- Report any export violations to DOE, including self-disclosures to licensing and enforcement agencies; and
- Represent the DOE sponsor in matters related to export control and proliferation awareness, including international regimes, export controls, and strategic trade management.

### **C.2.7 SUPPORT ANNUAL PUBLIC AND DOE EVENTS**

The Contractor shall provide logistical planning, set-up support, and presentations for the annual DOE Science Alliance on site. The Contractor shall perform cleanup of the site following the event. The Contractor shall

provide computer support to the DOE Science Bowl. The Contractor shall support additional DOE sponsored public outreach events at the site, such as public tours and tours for congressional representative.

### C.3.0 FIRM-FIXED-PRICE AND LABOR HOUR WORK

All work scope under Section 3.0 is under the firm-fixed-price CLINs except for Sections C.3.11 and C.3.12, which are under the labor hour CLINs.

#### C.3.1 CONTRACT TRANSITION

Upon CO issuance of the NTP, the Contractor shall begin transition from the incumbent contractor for a period of approximately 60 calendar days (dependent on the actual day of award). During the transition period, the incumbent contractor will continue to be responsible for delivery of services. The Contractor shall assume full responsibility for delivery of services when readiness for transition is achieved and approved by the CO, thereby ending the transition period.

The Contractor shall have all necessary personnel, including key personnel for the Contract, available during the transition period, to minimize any decreases in productivity and to prevent possible negative impacts on services. Key personnel identified in Section H shall be on site during the transition period.

The Contractor shall submit a Transition Plan (**Deliverable 38**) for DOE approval within 15 calendar days of NTP. The Transition Plan shall include a description of all transition activities necessary to execute all sections of the Contract (including the Section H clauses regarding Workforce Transition), a listing of involved organizations, and a schedule. Coordination with other site contractors is required to ensure uninterrupted continuation of services by the Contractor as identified in **Section J, Attachment J-5, Government Furnished Services and Interface Requirements Matrix**. The Transition Plan must ensure there is no loss or degradation of the services that are provided to DOE and its contractors.

The Contractor shall put into place any agreements it deems necessary between it and other site contractors/subcontractors for provision of services. Any agreement that requires DOE consent will be subject to a 14 calendar day review and approval period unless a longer review/approval period is warranted due to the size and complexity of the document (**Deliverable 40**).

The Contractor shall provide weekly Transition Status Reports to DOE (**Deliverable 39**) until Contract Transition is completed. During transition, the Contractor shall establish routine status meetings with DOE and affected contractors to review transition activities and issues.

Certain deliverables identified in **Section J, Attachment J-4, List of Deliverables**, for work scope outside of Section C.3.1, Contract Transition, are scheduled for delivery prior to the completion of the transition period. Deliverables scheduled for delivery prior to the completion of the transition period shall be provided to DOE in a timely manner in accordance with the specified requirement for each deliverable.

During the transition period, DOE will provide to the Contractor administrative office area for approximately 6 individuals in a trailer facility adjacent to the X-1000 on site. The Contractor must provide any additional space or items as necessary to fulfill transition responsibilities. The Contractor will ensure that computers and

networks used for transition are secure and comply with site security and cyber requirements. DOE will provide access to site networks where necessary for file transfer and storage.

### C.3.2 SAFEGUARDS AND SECURITY

The Contractor shall develop comprehensive plans and implement the following programmatic elements in accordance with the aforementioned DOE Directives applicable to each programmatic area:

- 1) *Program Management Operations*: Protection Program Management, Safeguards and Security (S&S) Planning and Procedures, Management Control, and Program Wide Support;
- 2) *Physical Protection*: Access Controls, Intrusion Detection and Assessment Systems, Barriers and Delay Mechanisms, Testing and Maintenance and Communications;
- 3) *Information Security*: Basic Requirements, Technical Surveillance Countermeasures, Operations Security, Classification Guidance and Classified Matter Protection and Control;
- 4) *Personnel Security*: Access Authorizations, Control of Classified Visits and S&S Awareness;
- 5) *Foreign Visits and Assignments*: Sponsor Program Management and Administration, Counterintelligence Requirements, Export Controls/Technology Transfer Requirements, Security Requirements and Approvals and Reporting.

The Contractor shall submit to the Officially Designated Federal Security Authority (ODFSA) for approval, a candidate for assignment as the Portsmouth Site Officially Designated Security Authority (ODSA), and as such shall be responsible for administering and coordinating the S&S Program for the Portsmouth Site. The ODFSA for the site resides within DOE-PPPO. The Contractor shall conduct S&S planning activities, as approved by the ODFSA, to ensure that a Site Security Plan (SSP) describing the S&S program and its operating conditions are necessary and sufficient to protect national security and property assets, as well as the public, DOE employees, and all contractor employees, at the Portsmouth Site, from malevolent actions by adversaries.

The Contractor shall provide a Classification Officer position and is required to obtain and possess ODFSA approval prior to receiving the DOE-HQ Office of Classification approval and appointment. The Contractor Classification component is required to comply with all applicable classified and unclassified controlled information requirements. The Contractor shall submit required data/information and transmit documents to the designated entities. Courtesy copies shall be provided to the Federal classification point of contact, the Federal Field Classification Officer and the DOE-HQ EM Program Classification Officer.

The Contractor shall safeguard against the loss, theft, diversion, unauthorized access, misuse, or sabotage of radiological and chemical assets in accordance with **DOE O 470.3, *Design Basis Threat***.

The Contractor shall ensure that applicable S&S directives, plans and procedures flow down to their subcontractors, at any tier. The Contractor shall provide a copy of all approved and applicable S&S Procedure(s)/Plan(s) to all other DOE prime contractors Facility Security Officers (FSO) at the Portsmouth Site for their appropriate implementation and flow down. The Contractor will be responsible for developing a mechanism for ease of access to security policies, plans, and procedures for all prime contractors at the Portsmouth Site.

The Contractor shall ensure S&S program plans or procedures implemented at the Portsmouth Site are routinely evaluated for updates to meet the current DOE mission and ensure S&S requirements are met. At a minimum,

each plan or procedure will be evaluated on an annual basis, or when significant changes occur.

The Contractor shall provide security management support for site tours consisting of coordination with the tour host/sponsor to ensure all necessary tour participant information has been collected prior to the tour, and providing the host/sponsor with appropriate tour badges and any applicable site security information for tour participants.

The Contractor also shall develop and coordinate site security activities between the DOE, all site tenants to include all site prime contractors, and their respective subcontractors. The S&S Program applies to the all site tenants, and Portsmouth Site prime contractors.

The Contractor shall provide development and training in accordance with **DOE O 470.4, *Safeguards and Security Program*** for security programs, security education, and awareness briefings. The Contractor shall ensure S&S personnel receive appropriate training to achieve the required level of proficiency and competence necessary to effectively perform assigned S&S tasks and/or responsibilities.

The Contractor shall provide intermittent support to the DOE PPPO Lexington facility and its technical support contractors upon request from DOE, e.g., locksmith services, Automated Access Control System (AACS), assistance with security-related equipment, attend security related meetings, and provide security assessment support. The Contractor should assume approximately 10 trips annually for Lexington support.

The Contractor shall attend scheduled project/integration meetings with other prime contractors, ensuring S&S interests regarding site projects/missions are considered and incorporated into the planning efforts accordingly. The Contractor shall also attend meetings with the site Federal security representative as required and/or scheduled.

#### **C.3.2.1 Program Management Operations**

The Contractor shall evaluate and develop the security posture at the Portsmouth Site, which includes:

- 1) Asset identification;
- 2) Conduct applicable security risk assessments; and
- 3) Identifying site security posture requirements for protective force.

The Contractor shall develop and implement an integrated S&S program consistent with **DOE O 470.4, *Safeguards and Security Program***, **DOE P 470.1, *Safeguards and Security Program***, and related directives and laws referenced therein. The Contractor shall ensure that the S&S program includes the role of the Protective Force as it relates to the DOE interests at the Portsmouth Site. The D&D contractor scope includes training and managing the Protective Force personnel and providing their equipment. The D&D contractor manages and implements the Nuclear Material Control and Accountability (NMC&A) Program at Portsmouth. The Contractor will coordinate with the D&D contractor to provide guidance for program implementation for Protective Force and NMC&A at the Portsmouth Site and include those requirements in site security plans and procedures, where applicable.

##### **C.3.2.1.1 Protection Program Management and Administration**

All applicable S&S procedures and plans for the Portsmouth Site shall be coordinated with the Paducah Infrastructure Contractor ODSA and/or respective member(s) of the Security Organization to ensure S&S program consistency and continuity between the Portsmouth and Paducah Sites. This includes all applicable areas of S&S with the exception of Protective Force and NMC&A. The Contractor shall coordinate with the D&D contractor Protective Force and NMC&A Contractor management, as necessary to ensure that the requirements of the SSP are appropriately implemented and that the required protection effectiveness is sufficiently met (see **Section J, Attachment J-5, Government Furnished Services and Interface Requirements Matrix.**)

The Contractor shall develop and implement an annual S&S Training Plan (**Deliverable 41**), including accurate and complete employee training records that encompass applicable S&S program elements performed by Contractor employees working in these assignments at the Portsmouth Site. The plan must project training derived from a valid needs analysis for the forthcoming year, and establish methods to ensure personnel are trained to a level of proficiency and competence that ensures they are qualified to perform assigned S&S tasks and/or responsibilities. The level of competency required for each S&S position shall be included in the S&S Training Plan. Accurate and complete S&S training records must be maintained in accordance with Records Management and Document Control requirements, and copies provided to DOE upon request.

The Contractor shall nominate for approval an FSO located at the Portsmouth Site (**Deliverable 42**). The Contractor FSO shall complete the DOE National Training Center FSO training within one (1) year of appointment to the position demonstrating qualification to perform the duties of the FSO position, including security operations conducted at their assigned facility. The FSO training certificate shall be provided upon request to DOE (**Deliverable 43**).

#### **C.3.2.1.2 Safeguards and Security Planning and Procedures**

The Contractor shall implement and maintain the SSP for all S&S interests at the Portsmouth Site. The SSP is the approved method for conducting security operations at the site. The SSP must reflect security operations at the Portsmouth Site at all times. The Contractor shall develop, document, and submit for review and approval to DOE an SSP (**Deliverable 44**) outlining the S&S program and associated posture/strategies for DOE assets at the Portsmouth Site. This includes maintaining security of foreign intelligence and threat assessments as identified in **DOE O 5639.8A** and **DOE O 5670.1A**. The Contractor shall obtain all Site Prime contractors local FSO concurrence signatures on the SSP prior to the submittal of the SSP to DOE for approval. The SSP shall be provided to DOE for approval within 40 calendar days of the NTP, and reviewed/updated annually thereafter or when significant changes occur. The SSP must describe in detail, either in its content or in combination with other explicitly referenced documents, all aspects of S&S operations occurring at the site, and must include documentation of any approved equivalencies or exemptions from national or DOE requirements. The Contractor shall ensure that the SSP is supported by a sufficient analytical basis to establish that protection requirements will be met if the plan is completely and effectively executed.

The SSP shall include and/or ensure specific references to associated plans/procedures and/or description processes for the list below:

- 1) A listing and prioritization of the assets and security interests at the Portsmouth Site; a description of how the protection program is managed; and a description of how national and DOE S&S

- requirements are met, including any equivalencies and exemptions from requirements; and
- 2) As required, implementation plans for meeting changes in national or DOE policies or other changes (such as the addition or removal of security interests) that may require an extended time frame to implement because of financial or other resource considerations, including an implementation schedule and planned contingency measures in case the requirements cannot be met as scheduled. Implementation plans and contingency measures may be included in the SSP by reference. The Contractor shall coordinate with the ODFSA as they monitor the contractors' implementation plans to ensure that requirements are implemented without unnecessary delays.
  - 3) All S&S Topical Areas.

The above listed topical areas and associated plans/procedures/processes are included in the SSP, and are therefore considered to be approved upon approval of the SSP (i.e., do not require individual deliverable submittals to PPPO); however, in the event that any of the above listed are updated due to significant changes outside of the standard SSP approval cycle, the Contractor is required to formally submit the updated plan/procedure/process individually through the standard contract deliverables process for approval.

The Contractor shall ensure that the S&S protective posture is developed in accordance with DOE Directives utilizing a graded approach. The Contractor shall address site-specific S&S activities in the SSP (either directly within the plan or through specific reference).

The Contractor shall coordinate with the other DOE prime contractor(s) to develop the S&S posture for the Portsmouth Site. The Contractor shall maintain all approved S&S plans in a current and accurate status, reflecting current and accurate site S&S procedures and requirements. Also, ensure the S&S programs are effectively integrated with applicable aspects of the site mission and incorporated into the SSP. The Contractor shall develop and implement appropriate protection strategies for applicable site assets. The Contractor shall routinely review S&S project plans through random assessments and/or surveillances to ensure that they are current and reflect the intended S&S operating conditions at the covered location.

The Contractor shall develop and implement procedures (as needed) for S&S topical and sub-topical areas, unless the topical or sub-topical area is already thoroughly addressed in the SSP and/or other approved S&S Plans.

The Contractor shall coordinate with the DUF<sub>6</sub> Conversion Project to ensure S&S programmatic areas are compliant with the SSP.

The Contractor shall develop and coordinate the implementation of a SECON Response Plan (**Deliverable 45**) with the site Prime Contractors and will be included (or specifically referenced) in the SSP. This plan shall be coordinated with and concurred on by all applicable site Prime Contractors.

The Contractor shall develop and submit a Site Demonstration Plan (**Deliverable 47**) that assists the Protective Forces SIRP development.

The Contractor shall develop, coordinate, and implement site wide workplace violence and active shooter training and/or briefings (**Deliverable 48**). The annual active shooter/workplace violence training process will also be included in the SSP.

The Contractor will implement and participate in an insider threat program as defined in current applicable CFRs and DOE Directives. The insider threat program will be included (or specifically referenced) in the SSP (**Deliverable 46**).

The Contractor shall coordinate with appropriate Site Contractors to ensure a site inventory of current chemical assets Chemical Screening Inventory Report (Protection Level 5/6 in accordance with the Design, Basis, Threat) is developed (**Deliverable 49**), maintained, and provided to DOE by August 15 of each year. The inventory is included and/or referenced in the SSP.

The Contractor shall adequately respond within requested time frames to all S&S data calls requested by DOE (**Deliverable 50**).

#### **C.3.2.1.3 Management and Control**

The Contractor shall perform self-assessments and program reviews to evaluate S&S systems and processes at the Portsmouth Site to determine overall effectiveness and identify any potential non-compliance with Federal laws, DOE Directives, and the SSP. These activities shall provide for timely identification and correction of deficiencies/noncompliant conditions and validate the effectiveness of corrective actions taken to prevent adverse events or consequences.

**C.3.2.1.3.1 Surveys and Self-Assessment Programs.** The Contractor shall perform self-assessments of applicable S&S topical and sub-topical areas. An Annual Comprehensive S&S Site Self-Assessment Report shall be developed and submitted to the site Federal security representative each year by September 30 (**Deliverable 51**). Additionally, the annual comprehensive site self-assessment report will include the following Fiscal Year's proposed self-assessment schedule to provide PPPO with pertinent information towards the annual S&S Survey plan.

The Contractor will ensure that all S&S topical areas are addressed in the annual comprehensive self-assessment. The Contractor may also conduct assessment activities for topical areas (i.e., Protective Force and NMC&A) assigned to other Prime Contractors (e.g., DUF<sub>6</sub> and D&D); however, any such assessment activities are bound to the contents of the SSP as applicable to the overall protection strategies and/or security postures at the site. The results of any assessment activities performed against another Prime Contractors' scope will be provided to the affected Prime Contractor FSO to ensure they are made aware of any S&S issues and for incorporation into their internal tracking and trending systems.

**C.3.2.1.3.2 Performance Assurance Program (PAP).** In collaboration with the other Prime Contractors on site, the Contractor shall develop, implement and maintain a PAP Plan (**Deliverable 54**). The PAP plan shall be included or specifically referenced in the SSP. The PAP shall ensure that:

- 1) S&S activities performed to protect DOE S&S interests meet established monitoring and testing requirements; and
- 2) The activities are performed with sufficient rigor to ensure that the program elements are compliant with applicable DOE Directives and are functioning and performing as anticipated.

The Contractor shall document and track performance metrics for S&S elements to monitor the effectiveness of the site security system and components in accordance with the approved PAP Plan.

**C.3.2.1.3.3 Resolutions of Findings.** The Contractor shall resolve findings associated with S&S activities within the scope of this contract. The Contractor shall perform the following:

- 1) Review of previous surveys and self-assessments;
- 2) Tracking of corrective actions; Documentation of self-assessments;
- 3) Development, implementation, and tracking of self-assessment Corrective Action Plans (CAP);
- 4) Conducting causal analysis (when necessary);
- 5) Trending analysis of self-assessment findings;
- 6) Coordinating with the site Federal security representative for CAP acceptance (**Deliverable 52**) and formal validation/closure for DOE survey and/or special assessment Findings;
- 7) Conducting quarterly status updates and submittal (**Deliverable 53**) for any Findings entered in the DOE S&S Information Management System (SSIMS), as needed.

**C.3.2.1.3.4 Incident Reporting and Management.** The Contractor shall develop, submit, implement and maintain the site Incidents of Security Concern (IOSC) Program and shall take actions to ensure the site Federal security representative is notified of all IOSCs. The IOSC Program Plan (**Deliverable 55**) shall be included or referenced in the SSP and may be included or reference with other S&S plans.

The Contractor shall provide DOE National Training Center-trained and PPPO appointed Inquiry Officials (**Deliverable 56**) to conduct inquiries to establish pertinent facts and circumstances regarding IOSCs. Other prime contractor FSOs shall be placed on distribution for inquiry reports and CAPs applicable to their respective entity. The Contractor shall receive reports from other prime contractors on site with IO authority. The Contractor shall transmit all IOSC reports to the site Federal security representative and shall perform tracking and trending analysis of IOSCs at the Portsmouth Site.

#### **C.3.2.1.4 Program-Wide Support**

**C.3.2.1.4.1 Facility Approval and Registration of Activities.** The Contractor shall comply with DOE Directives governing facility clearances (FCLs) and activity registration requirements as described in **DOE O 470.4, Safeguards and Security Program**. The Contractor's FCL program shall incorporate FCL clearances, registration of S&S activities, FCL program requirements, importance ratings, FCL approval requirements, interim and limited FCLs, access authorizations, and exclusion procedures required in connection with contractor FCLs, reporting requirements, suspensions, and FCL termination and closeout.

The Contractor's FCL program shall prescribe interactions between the other Portsmouth Site contractors to facilitate the completion of their respective roles, as well as interfaces between these organizations and the FSO for implementation.

The Security Management in Contracting Plan will include applicable details of the facility data and approval record and FCL program (**Deliverable 57**). The Security Management in Contracting Plan may be included or referenced in the SSP and/or other S&S plans.

**C.3.2.1.4.2 Foreign Ownership, Control, or Influence (FOCI).** The Contractor shall comply with DOE Directives that pertain to receiving and maintaining a favorable FOCI determination as described

in **DOE O 470.4, *Safeguards and Security Program***. The Contractor will also coordinate with all site subcontractors to facilitate e-FOCI submittals, review e-FOCI submittals, and electronically submit to the Federal Cognizant Personnel Security Office (CPSO). The FOCI program processes are to be documented in the Security Management in Contracting Plan (**Deliverable 57**).

The Federal CPSO is responsible for final FOCI determinations, as well as granting final security approval of S&S activities in the Safeguards and Security Information Management System.

**C.3.2.1.4.3 Security Management in Contracting.** The Contractor shall ensure applicable DOE S&S Directives and DEAR clauses are incorporated into subcontracts as required by **DOE O 470.4, *Safeguards and Security Program***. The Contractor shall ensure that subcontracts involving classified information have the applicable security clauses included in subcontract general terms and conditions, and that Contract Security Classification Specification (CSCS) forms are submitted to the CPSO.

### C.3.2.2 Reserved

### C.3.2.3 Physical Protection

#### C.3.2.3.1 Access Controls

The Contractor shall develop, submit, implement, and maintain a security plan that addresses the site access control, to include management/maintenance of the site Access Control Program Plan (**Deliverable 58**) that is included and/or specifically referenced in the SSP. The program plan shall encompass employee access, visitor access, escort requirements, automated access control systems, vehicle access, and entry and exit screening.

The Contractor shall coordinate all requests and usage of classified storage. The Contractor shall provide combination changes and repairs to classified repositories for DOE and other site contractors.

**C.3.2.3.1.1 Security Areas.** The Contractor shall ensure that security areas (i.e., General Access Areas, Property Protection Areas, and Limited Areas [LAs]) are established as necessary, and documented in the SSP or other applicable S&S plans.

The Contractor shall ensure the development, implementation and management of a Prohibited and Controlled Articles Program for the site. The program shall be documented in the SSP or other applicable S&S plans. The Contractor shall develop processes to account for, control, and limit controlled articles entering specified security areas.

**C.3.2.3.1.2 Posting and Signage Requirements.** The Contractor shall post signs in accordance with Federal Directives at facilities, installations, and real property based on the need to implement Federal statutes protecting against degradation of S&S interests. Examples of such signs include, but not limited to:

- 1) Trespassing
- 2) Prohibited Articles
- 3) Controlled Articles
- 4) Official Business

5) Electronic Surveillance

**C.3.2.3.1.3 DOE Security Badge Program.** The Contractor shall issue Homeland Security Presidential Directive (HSPD)-12 credentials for DOE and all Portsmouth Site contractor employees, and designated visitors who require long-term [greater than six (6) months] access to DOE facilities or access to any DOE computer system, and other DOE-authorized individuals. Federal personnel must sponsor HSPD-12 credentials for other Federal personnel; however, the Contractor shall enroll Federal personnel and issue the credentials as requested. Local Site Specific Only (LSSO) badges shall be developed and issued as needed to PPPO Prime Contractors, subcontractors, and vendors, to include Lexington Federal and contractor personnel as requested, to address unique issues and unique local badging requirements such as LSSO badges and temporary visitor badges. This also shall include stakeholders such as regulators, law enforcement, first responders, and wildlife management personnel.

**C.3.2.3.1.4 Locks and Keys.** The Contractor shall develop, implement and manage a Security Lock and Key Program for the Portsmouth Site in accordance with **DOE O 473.3, Protection Program Operations**, and include program details in an applicable security plan. The Contractor shall protect and manage all security locks and keys, based on a graded approach. The Security Lock and Key Program shall be based on the S&S interests being protected; the identified threat, existing barriers, and other protection measures afforded these interests.

The Security Lock and Key Program shall determine the application and issuance of Level I - III security keys for the site. The Security Lock and Key Program does not include Administrative Keys, Lock Out Tag Out program support, or other non-security related lock and key services.

The Contractor shall provide a locksmith (General Services Administration [GSA] certified) organizationally independent from operations to support the DOE Security Locks and Keys Program (i.e., GSA-approved repositories, Level 1, 2, and 3 locks and keys) for the Portsmouth Site.

**C.3.2.3.1.5 Escort Requirements.** The Contractor shall develop, implement and manage the site escort strategies. The Contractor shall ensure that the escort strategies are documented in the SSP or other applicable S&S plans. The Contractor is required to provide escorts for its own personnel who are not cleared, when required.

**C.3.2.3.1.6 Automated Access Control Systems.** The Contractor shall maintain an AACS compliant with HSPD-12 and Federal Information Processing Standards Publication 201. The Paducah Contractor is responsible for designing, implementing and managing a centralized AACS for property and facilities (Portsmouth, Paducah and Lexington – including DUF<sub>6</sub>) that are leased or owned by DOE. The Portsmouth Contractor will coordinate with the Paducah ISS Contractor to ensure the appropriate Portsmouth Site implementation. In association with the Paducah ISS Contractor, the AACS shall be implemented in a manner consistent with the requirements identified in **DOE O 473.3 Protection Program Operations** and other applicable requirements documents. The IT and cyber security support for the system at all sites will be provided by the Contractor's personnel (or a subcontractor). The AACS shall be logically segmented within the larger information system, allowing only network traffic required for its operation. As a component of the General Support System, it will be maintained in a manner consistent with applicable IT and cyber security requirements. This system should be fully operational within 1 year from the transition date (start of operations) of the contract.

The Contractor shall maintain the operability of assigned facilities/equipment per **Attachment J-8.C.3.2.3, Automated Access Control System Listing and Security Alarm Monitoring System** and consistent with Section C.3.4, Operations and Management of Assets. The Contractor shall manage the hardware/software for alarm systems and the AACS systems. These systems shall be updated routinely to ensure the software and operational aspects are consistent between PPPO Sites through appropriate collaboration (i.e., at the (Portsmouth, Lexington, and Paducah site respectively). Replacement of equipment will be in accordance with Section C.4.2 Replacement of Government Furnished Property. The Contractor shall support evaluation and implementation of any equipment upgrades as necessary.

#### **C.3.2.3.2 Intrusion Detection and Assessment Systems**

The Contractor shall evaluate, design, establish, and maintain the protective posture at the Portsmouth Site for DOE and all site contractors. The security posture may include intrusion detection and assessment systems (IDAS), if required. The IDAS program shall include, but is not limited to, configuration, performance testing, alarm maintenance, and maintenance for IDAS requirements in support of the site security posture.

#### **C.3.2.3.3 Barriers and Delay Mechanisms**

The Portsmouth Site has security area(s) where physical barriers can serve as the physical demarcation line. Barriers are used to deter and delay unauthorized access. A more complete description of the types of Barriers and Delay Mechanisms and general requirements are contained in **DOE O 473.3, Protection Program Operations**.

The Contractor shall develop and implement a barrier and delay strategy in accordance with the requirements of **DOE O 473.3, Protection Program Operations**, for the Portsmouth Site if the security posture requires such. The barrier and delay strategy will include, but will not be limited to, design, analysis, performance testing, assessments and maintenance of the physical barriers for the security areas. The Contractor shall evaluate all barriers and delay mechanisms to ensure that they are adequate, sufficient and are maintained in a manner that is sufficient to deter unauthorized access, based on the security posture outlined in the SSP.

#### **C.3.2.3.4 Storage of Classified Matter**

The Contractor shall oversee site secure storage for classified matter and ensure compliant storage and protection of assigned assets. The Contractor shall ensure that all classified matter storage and protection shall be commensurate with the requirements of **DOE O 471.6, Information Security**, **DOE O 475.2, Identifying Classified Information**, and all applicable security directives.

The Contractor shall evaluate, design, establish, and maintain the protection strategy for new or reconfigured storage approaches including the determination of the need for vaults, vault type rooms, GSA storage, and/or non-conforming storage, as applicable.

The Contractor shall ensure that applicable security plans are collaborated on and provided to the D&D contractor (responsible for the Protective Force) for all classified storage areas at the Portsmouth Site that require their involvement in the implementation.

#### **C.3.2.3.5 Testing and Maintenance**

The Contractor shall establish, implement and manage an effective system for assessing site alarms to quickly and accurately determine the cause. The Contractor shall establish the requirement for site alarms, establish and assess the Portsmouth Site Intruder Detection System alarm testing and maintenance program, and implement alarm testing and maintenance for applicable facilities alarm points.

#### **C.3.2.3.6 Communications**

The communications requirements driven by the **DOE Order 473.3, *Protection Program Operations***, apply solely to the Protective Force, which shall be addressed in the D&D contract.

### **C.3.2.4 Information Security (INFOSEC)**

The Contractor shall establish and manage an effective INFOSEC program at the Portsmouth Site. The Contractor shall assist other Portsmouth Site prime contractors responsible for the protection of classified and unclassified controlled information (UCI) providing guidance of information security issues. The Contractor shall meet the requirements of this section and assist other Site contractors in meeting these requirements.

#### **C.3.2.4.1 Basic Requirements**

The Contractor shall develop, implement and maintain a site-wide UCI Program. This program will include, but will not be limited to, OOU, Personally Identifiable Information (PII), and Unclassified Controlled Nuclear Information (UCNI). The program shall prescribe the processes for identifying, marking and protecting the information that includes UCI. The UCI program shall be implemented and maintained in compliance with the requirements of **DOE O 471.1, *Identification and Protection of Unclassified Controlled Nuclear Information***, **DOE O 471.3, *Identifying and Protecting Official Use Only Information***, **DOE O 471.6, *Information Security***, **DOE M 471.3-1, *Manual for Identifying and Protecting Official Use Only Information***.

#### **C.3.2.4.2 Technical Surveillance Countermeasures (TSCM)**

The Contractor shall support the Federal TSCM Program, as requested by the ODFSA, TSCM Operations Manager or designated alternate in accordance with **DOE O 470.6 *Technical Security Program***. The Contractor will coordinate with the TSCM Operations Manager, to identify areas of the site requiring recurring TSCM services, if /when applicable. All TSCM matters, to include the reporting of suspected or confirmed technical penetrations will be reported and coordinated with the TSCM Operations Manager or a designated alternate. The Contractor shall provide and maintain the appropriate number of trained TSCM Officer(s) to support the Federal PPPO TSCM program. The Contractor shall coordinate the TSCM Program with other site contractors, as needed.

#### **C.3.2.4.3 Operations Security (OPSEC)**

The Contractor shall develop, submit, implement and maintain an OPSEC Program and shall include or specifically reference the OPSEC Program Plan (**Deliverable 59**) in the SSP or other applicable S&S plan. The OPSEC Program shall identify Critical Information, and provide education to the workforce that is designed to enhance mission effectiveness and protection of operations and activities. The OPSEC Program shall be implemented and maintained in accordance with the requirements of **DOE O 471.6, *Information Security***.

#### **C.3.2.4.4 Classification Program**

The Contractor shall develop, submit, implement and manage a Classification Program Plan in accordance

with the requirements of **DOE O 475.2, *Identifying Classified Information (Deliverable 60)***.

The Classification Program Plan will be included or specifically referenced in the SSP and will identify the processes pertaining to the implementation and maintenance of the requirements set forth in the DOE Directives that include, but are not limited to:

- 1) Training
- 2) Briefings
- 3) Self-Assessments
- 4) Corrective Actions
- 5) Performance Testing
- 6) Appointment of Derivative Classifiers (including all other Prime Contractor Derivative Classifiers)
- 7) Appointment of UCNI Reviewing Officials
- 8) Site Specific Guidance as applicable
- 9) Classification and Declassification Review Requirements
- 10) Bracketing and Redaction Processes
- 11) Classification Stamps and Classification Markings. Classification guidance must be identified for all work performed in a classified subject area in accordance with DOE Directive.
- 12) Routine reviews of documents in classified subject areas, Freedom of Information Act (FOIA) requests, Energy Employees Occupational Illness Compensation Program Act (EEOICPA) document requests, UCI, and UCNI as applicable.

The Contractor shall provide a qualified Classification Officer (**Deliverable 62**) and supporting staff the Classification Program at the Portsmouth Site and provide classification support to other Site contractors, as needed. These activities include strategic partnership projects and gaseous diffusion technology. The Contractor shall provide Derivative Classifier training, including UCNI, and certification at the Portsmouth Site. The PPPO Federal Classification Officer is delegated by the PPPO ODFSA for classification matters. The site Federal security representative is the local Federal classification point of contact regarding Portsmouth Site classification activities. The Contractor shall ensure the site Federal security representative is informed of all classification challenges and other non-routine classification matters that might affect the site cost, scope, and/or project schedules. The Classification Officer shall be trained at the Office of Director of Classification at DOE HQ.

The Classification Officer is required to possess and maintain a DOE Q clearance prior to appointment. Before recommended appointment by the Contractor, the person designated to occupy this position shall have completed the DOE Classification Officer/Analysts and Derivative Declassifier training, obtain PPPO ODFSA concurrence and he/she must be:

- 1) Recommended for appointment by the PPPO Federal Classification Officer; and
- 2) Approved in writing by DOE-HQ.

The Contractor shall provide support to DOE for classification reviews/determinations, technical reviews, legacy issues support, litigation support, support for issues involving the Department of Justice and DOE Inspector General, worker's compensation support, and review for release of information to the public (although not the final determination of release) under the FOIA and Privacy Act. The Contractor shall transmit documents or information to the designated entities. The Contractor does not perform classification

reviews on documents for other Site contractors. Other Site contractors are required to perform the reviews in accordance to the program requirements provided by the Contractor.

The Contractor shall provide a quarterly classified/declassified program status report (**Deliverable 61**). The quarterly report will summarize the following classification activities:

- 1) Education and training for derivative classifiers, reviewing officials and technical information officers;
- 2) Privacy Act Reviews for EEOICPA;
- 3) FOIA requests reviews;
- 4) Litigation request reviews;
- 5) Number of miscellaneous reviews for documents, photographs, drawings, blueprints and electronic media;
- 6) Newly generated documents; and
- 7) Documents Declassified.

Courtesy copies of assessments and other relevant information shall be provided to the PPPO Classification point of contact and the PPPO Federal Classification Officer as requested.

#### **C.3.2.4.5 Classified Matter Protection & Control (CMPC)**

The Contractor shall protect classified information in all forms in accordance with DEAR 952.204-2, Security, and all applicable laws, regulations, policies, directives, and other requirements that apply. A violation of the provisions of the Contract relating to the Safeguarding or Security of Restricted Data or other Classified Information may result in a civil penalty pursuant to **Subsection A of Section 234B of the Atomic Energy Act of 1954, as amended (42 U.S.C. § 2282b)**. The procedures for the assessment of civil penalties are set forth in **10 CFR § 824, Procedural Rules for the Assessment of Civil Penalties for Classified Information Security Violations**.

The Contractor shall coordinate Communication Security (COMSEC) and Technical Surveillance and Countermeasures (TSCM) programs (as applicable), management of the hardware/software for alarm systems and automated access control systems (the D&D Contractor provides the alarm monitoring for the site), provide classification training (Derivative Classifiers and Unclassified Controlled Nuclear Information Reviewing Official) to other site contractors as needed, and conduct security risk assessments/analyses as required.

The Contractor shall support the Federal PPPO COMSEC program as requested by the ODFSA, COMSEC custodian or the secondary COMSEC custodian. The Contractor shall develop COMSEC processes supplemental to the PPPO COMSEC program. The contractor shall provide and maintain the appropriate number of trained COMSEC Custodian(s) to support the Federal PPPO COMSEC program. The Contractor shall coordinate COMSEC with other site contractors, as needed.

**C.3.2.4.5.1 Control of Classified Matter.** The Contractor shall develop, implement and maintain a CMPC Program in accordance with the requirements of **DOE O 471.6, Information Security**. The CMPC Program shall address the process for the handling and protection of classified information throughout its lifecycle. The CMPC Program includes the following activities:

- 1) Origination;
- 2) Classification;
- 3) Marking;
- 4) Accountability;
- 5) In-use;
- 6) Storage;
- 7) Reproduction;
- 8) Transmission;
- 9) Receipt; and
- 10) Destruction.

The CMPC Program shall specify the requirements for the protection and control of classified information and shall be commensurate with its classification level, category, and caveats (if applicable). All pertinent attributes shall be used to determine the degree of protection and control required to prevent/deter unauthorized access to classified information. All processes related to the protection of classified information shall be documented in the SSP or other applicable S&S plans. The Contractor shall ensure classified information is protected in a manner such that authorized access to classified information requires the appropriate clearance, relevant access approval, and the need to know. The procedures/plans shall implement the requirement for methods to deter, detect, respond to, and mitigate unauthorized access to classified information.

The Contractor shall develop CMPC Custodian Briefings to ensure that personnel are trained to a level of proficiency and competence that ensures they are able to perform assigned S&S tasks and/or responsibilities.

The Contractor shall establish and maintain the ability to send and receive classified matter through postal and/or other means.

**C.3.2.4.5.1.1 Transportation Security Plans.** The Contractor shall evaluate, design, establish, and maintain the security requirements for packaging, marking, mailing, and shipping classified, UCNI, and/or UCI as prescribed by the current DOE Directives.

**C.3.2.4.5.1.1.1 Transportation Security Plan(s) for Classified Matter, UCNI, UCI.** The Contractor shall develop the Transportation Security Program requirements for the offsite shipment of UCI, UCNI, and classified matter. The Contractor shall submit and maintain a Transportation Security Plan (**Deliverable 63**) for the Portsmouth Site that shall describe the S&S requirements for tracking and shipments containing these types of material/matter. The plan is specific to DOE security requirements based on classification of the material being shipped. Implementation of the security plan(s) and shipment tracking will be the responsibility of the D&D Contractor, who will be a concurrence signature on the Transportation Security Plan. The D&D Contractor maintains a transportation plan that meets the requirements of the Department of Transportation (DOT) regulations 49 CFR 172, Subpart I.

### **C.3.2.5 Personnel Security (PERSEC)**

The Contractor shall provide the following Personnel Security support at the Portsmouth Site under the

oversight of the CPSO:

- 1) Facilitate access authorizations in accordance with **DOE O 472.2, *Personnel Security***;
- 2) Personnel security program support (for all contractors having official business at the Portsmouth Site and the Lexington Offices);
- 3) Badging Office services; and
- 4) Support of clearance investigators holding interviews at the Badge Office (C-801) facility.
- 5) Provide services at the Badge Office (X-801) facility Monday through Friday 6:00 a.m. to 4:30 p.m.

The Contractor shall provide these services to DOE-authorized individuals in accordance with **DOE O 473.3, *Protection Program Operations***, and **DOE O 206.2, *Identity, Credential, and Access Management***, which are the Departmental implementing directives for LSSO badges and HSPD-12 credentials.

#### **C.3.2.5.1 Access Authorization**

The Contractor shall provide timely processing of access authorization requests, withdrawals, waivers, terminations, suspensions, denials, upgrades, downgrades, re-certifications, and reinvestigations through the established channels to the CPSO for finalization. The Contractor shall notify the CPSO of any conditions affecting the status of an applicant's or employee's security clearance, pursuant to DOE reporting requirements.

The Contractor must request that the CPSO administratively withdraw an employee's security clearance, and must provide the CPSO a **DOE Form 5631.29, *Security Termination Statement***, completed by the employee, within two (2) working days when a determination is made that a security clearance is no longer required.

#### **C.3.2.5.2 Control of Classified Visits**

The Contractor shall develop, implement and manage a program to address the requirements for classified visits in accordance to **DOE O 470.4, *Safeguards and Security Program***. The Contractor shall ensure access by cleared U.S. citizens or individuals from foreign governments visiting DOE facilities is controlled in accordance with national laws and regulations, international treaties and agreements, and DOE Directives. The Contractor shall be responsible for ensuring that the classified visits program at facilities under their cognizance are performed in accordance to the procedures applicable to classified visits, which shall be documented in facility or SSPs.

#### **C.3.2.5.3 Safeguards and Security Awareness**

The Contractor shall develop, implement and maintain the S&S Awareness Program for all contractors and subcontractors performing work at the Portsmouth Site. The Contractor shall implement and maintain the S&S Awareness Program in accordance with the requirements of **DOE O 470.4, *Safeguards and Security Program***. The safeguards and security awareness program shall communicate personal security responsibilities to all individuals at the Portsmouth Site. For individuals granted access to classified information or matter, the security awareness program shall provide the means to instruct these individuals in their duties and responsibilities related to the access while afforded to them, and shall reiterate those duties and responsibilities upon termination of access. The program shall provide supplementary awareness activities that continuously reinforce good security practices.

The Contractor shall plan, conduct, and record the following briefings in accordance with the Portsmouth Site (or applicable facility) security requirements:

- 1) Initial Security Awareness Briefing
- 2) Comprehensive Briefing(s)
- 3) Refresher Briefing(s), to include the PPPO provided or other approved Annual Security Refresher Briefing method for cleared and uncleaned personnel.
- 4) Security Clearance Termination Briefing(s)
- 5) Supplemental Security Awareness Information/Material

### **C.3.2.6 Material Control and Accountability**

The Contractor shall ensure that compliant protection measures are established for the sites inventory of accountable nuclear material (Special Nuclear Material Category III and IV attractiveness level E).

### **C.3.2.7 Foreign Visits and Assignments (FVAs)**

The Contractor shall implement and coordinate the DOE FVA Program that involves foreign national access to DOE-owned or leased sites, information, technologies, or equipment. The implementation of the FVA Program is in accordance with **DOE O 142.3, *Unclassified Foreign Visits and Assignment Program***. The FVA Program Plan (**Deliverable 64**) may be included in the SSP or other applicable S&S plans and will describe:

- 1) The local process for foreign national visits and assignments;
- 2) Review and submits foreign national access requests; and
- 3) A process for documenting and tracking visits and assignments by foreign nationals to the Portsmouth Site, and for visits or assignments.

## **C.3.3 TELECOMMUNICATION AND COPIERS/PRINTERS**

### **C.3.3.1 Telecommunications**

#### **C.3.3.1.1 General**

The Contractor shall provide all personnel, equipment, tools, materials, supervision and other items and services necessary to provide reliable and secure telecommunications and networked voice, video and data services, mobile device management (MDM), and pagers for the Portsmouth Site. The Contractor's computing and telecommunications systems shall be compatible with the computing and telecommunications systems utilized by DOE. See **Section J, Attachment J-8.C.3.3.1, *Information Technology Service Matrix*** and the **PPPO IT Strategic Plan** dated February 2019.

#### **C.3.3.1.2 Requirements**

The Contractor shall perform services to ensure the site telecommunications system is available 24 hours per day, 7 days per week. The telephone system consists of the Administration/private branch exchange (PBX), and all associated equipment described in **Section J, Attachment J-8.C.3.3.2, *Communications System Description***. The Contractor shall provide for land line, data line, long distance service, voice messaging, fax machines, video/web conferencing services to DOE and site contractors (except DUF<sub>6</sub>) and ACP, consistent with **Section J, Attachment J-11, *Quality Assurance Surveillance Plan***.

#### **C.3.3.1.3 Mobile Devices**

The Contractor shall provide MDM services for itself and other DOE-authorized users, primarily the D&D contractor and its subcontractors, consistent with the **Attachment J-8.C.3.3.1, Information Technology Service Matrix**. The Contractor shall provide cell phones, smartphones, and other approved cellular devices to the D&D contractor. The costs of phones and monthly service charges to other contractors such as the D&D contractors are cost reimbursable items. The Contractor is responsible for providing its own devices such as cell phones and smartphones to the MDM service under the firm fixed-price scope.

#### **C.3.3.1.4 Emergency Notification Service**

The Contractor shall provide reliable electronic notification services and equipment to individual personnel associated with the PORTS emergency response organizations, including DOE, ACP, and site contractors. All services will be supplied consistent with the **Section J, Attachment J-8.C.3.3.1, Information Technology Service Matrix**.

#### **C.3.3.1.5 Site Telephone System**

The Contractor shall operate and maintain the Portsmouth site telephone switching system(s), transmission equipment, telephones, and ancillary equipment in a serviceable condition, or restore it to a serviceable condition to include preventative maintenance (PM), purchasing of parts, inspection, periodic testing, adjustment, repair, and other routine work to optimize the life expectancy of the equipment and systems. The Contractor shall perform operations and maintenance for the PBX systems in accordance with the Original Equipment Manufacturers' technical manuals and specifications, applicable federal, state, and local regulations, and DOE Directives. As VOIP replaces the PBX-associated phones, the Contractor will maintain those phones and infrastructure as well. Replacement of equipment, including telephones will be in accordance with Section C.4.2, Replacement of Government Furnished Property.

#### **C.3.3.1.6 User Services**

The Contractor shall perform maintenance and repair of all installed data/communication lines up to and including the end user receptacle (jack or port). The Contractor is also responsible for moving office phone numbers. The end user (i.e., D&D contractor and its subcontractors) will be responsible for providing the peripheral equipment related to the telephone system for its own personnel (e.g., headsets, add-on accessories). The Contractor shall be responsible for minor reconfiguration within existing facilities for installation of any additional data/communication lines and ports necessary to support activities if a sufficient number of ports are not available in the work location. Major modification and/or new facilities will be addressed as an IDIQ scope of work.

#### **C.3.3.1.7 Service Outages**

The Contractor shall coordinate with DOE and site users the need for any scheduled service outages. Such outages shall be scheduled to minimize inconvenience to users, based upon DOE user work schedules. The Contractor shall provide 72 hours advance notice prior to scheduled outages and the notification shall include the reason for the interruption, duration, start and stop times, and the equipment, lines, and buildings affected. Emergency outages shall be coordinated with all end users.

#### **C.3.3.1.8 Emergencies**

The Contractor shall respond in case of emergencies, outages, alerts and exercises, 24 hours per day, 7 days per week. The Contractor shall provide services as necessary until the emergency, outage, alert, or exercise

is completed. The Contractor shall establish response protocols for starting of generators or other backup systems necessary for IT equipment protection. The Contractor also shall maintain battery backup, as necessary, for IT equipment.

#### **C.3.3.1.9 Restoration**

The Contractor shall respond on site and initiate repair actions within the response times designated below, from the time of discovery of a problem. The Contractor shall restore services in accordance with the established site priorities. The Contractor shall work on repair actions until all service is restored. Outages and designated response times are defined as follows:

- 1) Emergency Outage. On-site response is required within one (1) hour. If an outage significantly affects a mission, DOE may declare the outage as Emergency. Emergency outages are classified as a loss of over 75% or more of total call handling capability of any communications system. Outages impacting emergency response capability will be addressed immediately.
- 2) Priority Outage. On-site response is required within four (4) hours. Priority outages are classified as a loss of over 25% or more of total call handling capability of any communications system; loss of telephone circuits; total loss of telephone service within a building/facility.
- 3) Routine Outage. On-site response is required within twelve (12) hours. Includes outages not otherwise categorized as Emergency or Priority.

#### **C.3.3.1.10 System Changes**

The Contractor shall interface with end users on system changes. The Contractor shall review work packages and design/configuration plans for system changes/alterations developed by others to maintain compatibility with all Portsmouth Site services and systems.

#### **C.3.3.1.11 New Installations**

New installation of telecommunications wiring in facilities will be acquired through Section C.5.0 of this Contract, or via other procurement means.

#### **C.3.3.1.12 Voice Mail**

The Contractor shall provide voice mail operations to DOE and site contractors. This includes management and administration for multiple customers, additions, deletions, modifications, user support, diagnostic, maintenance, programming changes, and remote access to voice-messaging service.

#### **C.3.3.1.13 Emergency Management Support**

The Contractor shall maintain telecommunications services support for the following:

- 1) Satellite phones and service for the Plant Shift Superintendent office; and
- 2) EOC Support Locations: Pike County Sheriff, Pike County Airport, Miracle City-JIC.

### **C.3.3.2 IT Support and Computer Services**

#### **C.3.3.2.1 Print, Scan, and Copy Services**

**C.3.3.2.1.1 General.** The Contractor shall provide equipment, professional and technical services to ensure secure, reliable, and continuous copier, printer, scanner operation for identified facilities and consistent with **Section J, Attachment J-8.C.3.3.1, *Information Technology Service Matrix***.

The Contractor's Monthly Progress Report (see Section C.2.4.1) shall include a detailed report of copier, printer and scanner page and consumables usage.

**C.3.3.2.1.2 Requirement.** The Contractor shall provide for equipment purchase or lease, maintenance, parts replacement, toner, and paper. The Contractor shall provide unlimited service calls within the normal workday and shall respond within four (4) hour business hours after the Government places a service request by phone. The Contractor shall provide toner cartridges and paper for each machine and maintain the print, copy, and scan capability. The end user is responsible for loading consumables into the equipment (e.g., paper, staples, etc.) Contractor shall collect recyclable material from IT Support and Computer Services equipment (e.g., toner cartridges, shredded computer components, excessed computers) with the exception of paper from all DOE facilities serviced for turnover to the D&D contractor for recycle/disposition.

**C.3.3.2.1.3 Document Reproduction.** The Contractor shall provide labor, supplies, and equipment for printing and/or reproduction services within the X-720 Records Facility to be furnished to all D&D contractor personnel including DOE and its support contractor personnel.

## **C.3.4 OPERATIONS AND MANAGEMENT OF ASSETS**

### **C.3.4.1 Property Management Services**

#### **C.3.4.1.1 Real Property Services**

##### **C.3.4.1.1.1 Reserved.**

**C.3.4.1.1.2 Relocation Services.** The Contractor shall provide intra-site office relocation of DOE and the Technical Support Contractor personnel (office furnishings). The Contractor shall provide for ~10 personnel moves per year as part of the firm fixed-price scope. This will also include physical relocation of computer equipment associated with the DOE network. Miscellaneous furniture moving and fixture installation, removal or adjustment (e.g., hanging a white board, installing a keyboard tray under a desk, replacing a bookcase or file cabinet) is covered under Section 3.4 Maintenance for Contractor assigned facilities.

Relocation Services for the Contractor's own personnel is addressed in Section C.2.5, Real Property Services.

**C.3.4.1.1.3 Facilities Information Management System.** The D&D contractor will have responsibility for the upkeep, maintenance, and reporting for the site associated Facilities Information Management System (FIMS) excluding the DUF<sub>6</sub> project. The Contractor shall coordinate with the D&D contractor for response to data calls and provision of data needed to maintain FIMS; and related reporting for the Contractor's assigned assets (**Section J, Attachment J-8.C.2.1, *Listing of Facilities Responsibility Matrix***). The Contractor shall support an annual FIMS data verification per **DOE O 430.1** and guidance

provided annually by DOE. The Contractor shall provide all requested informational support to the DOE Certified Realty Specialist in furtherance of site real estate activities. Such support may include due diligence in leasing and disposal, managing real estate processes, property and facility management and space planning.

**C.3.4.1.1.4 Five Year Site Plans (FYSP) or Ten Year Site Plans (TYSP).** The Contractor shall coordinate with all site contractors to prepare the annual PGDP FYSP or TYSP, as designated by DOE (**Deliverable 70**). The Contractor shall be responsible for the overall integration and submission of FYSP or TYSP for all site contractors, to include the Site Sustainability Plan in accordance with **DOE O 436.1, *Departmental Sustainability***. The Contractor will ensure the information is accurate and consistent prior to submittal to DOE for review.

**C.3.4.1.1.5 Site Sustainability Plan.**

The Contractor shall provide data needed by the D&D contractor (the consolidating contractor) per **DOE O 436.1, *Departmental Sustainability***, and **Executive Order 13834, *Efficient Federal Operations***, for the Portsmouth Site consolidated Site Sustainability Plan, to include the Comprehensive Energy Data Report (**Deliverable 71**).

**C.3.4.1.2 Personal Property**

The Contractor shall coordinate and provide disposition support for government-owned personal property determined to be excess in accordance, **DOE O 458.1, *Radiation Protection of the Public and Environment***, and additionally, when applicable, the following will apply:

- 1) The Contractor shall disposition classified equipment and material in accordance with the requirements of **41 CFR § 109-45.309-52** and **DOE O 471.6, *Information Security***.
- 2) The Contractor shall identify control and disposition high-risk property in accordance with the **DOE Personal Property Letter 970-3, Revision 1, dated February 3, 1998**.
- 3) The Contractor shall disposition nuclear-related or proliferation sensitive property in accordance with the requirements of **41 CFR § 109-45.309-53**.
- 4) The contractor shall submit all required documents to support disposition of government-owned, classified material, and high risk property, as necessary to obtain DOE approval for disposition of property (**Deliverables 72, 73, and 74**).

The Contractor shall disposition Automatic Data Processing Equipment as stated in **41 CFR 109-43.307-53** and in accordance with **DOE O 205.1, *DOE Cyber Security Program***.

The Contractor shall interface with the SODI to transfer eligible excess personal property per the SODI/DOE Property Transition Agreement.

**C.3.4.1.3 Fleet Management Services**

The D&D contractor will be responsible for comprehensive fleet management and reporting. The Contractor will coordinate with D&D contractor fleet management and provide data needed for required data calls and fleet reporting. The Contractor will comply with the ongoing fleet consolidation with GSA.

The Contractor shall be responsible for purchase/lease of equipment required to perform services under this Contract and maintenance of GFE needed by and assigned to the Contractor in the provision of the services. The current vehicle information is provided in **Section J, Attachment J-8.C.3.4.1.3, Fleet Vehicles**.

The Contractor shall manage their GSA fleet required to provide services under this Contract and shall maintain leased vehicles consistent with GSA guidelines and shall be responsible for damage claims and penalty payments from GSA. The Contractor may at their option utilize GSA Certified Vendor services from the D&D contractor facility in order to receive maintenance at GSA prescribed intervals and receive repairs as necessary within the guidelines of GSA agreements.

The Contractor shall coordinate and provide the delivery and return of GSA leased DOE site office passenger vehicles for maintenance to GSA approved vendors. The Contractor shall arrange for maintenance in coordination with the PPPO-Portsmouth Site Office and DOE Environmental Management Consolidated Business Center fleet manager. The Contractor shall also provide for external washing and inside cleaning of vehicles 4 times per year. This scope does not include performing actual vehicle maintenance or repair.

The Contractor shall be responsible for maintaining its own fleet of non-GSA vehicles, mobile equipment, etc.

#### **C.3.4.2 Maintenance Management**

##### **C.3.4.2.1 General**

The Contractor shall provide all maintenance necessary to ensure safe and cost effective operation of facilities and equipment in order to meet current and future mission requirements utilizing best practices. The surveillance and maintenance activities shall be tailored during the facility life-cycle in accordance with **DOE O 430.1, Real Property and Asset Management**, and **10 CFR 851, Worker Safety and Health Program**. This Section, C.3.4.2, Maintenance Management, is applicable to Sections C.3.4.3 through C.3.4.6 in this Contract.

The Contractor shall manage the total work effort associated with the maintenance required for all designated property to meet the performance objectives and standards as described in Sections C.3.4.3 through C.3.4.6 in this Contract. Such management shall include planning, scheduling, report preparation, establishing and maintaining records, and quality assurance.

The Contractor shall divide all maintenance efforts into two levels. Level I is Scheduled Maintenance and Level II is Unscheduled Maintenance as described in Sections C.3.4.3 through C.3.4.6 in this Contract.

The Contractor shall implement all necessary work control procedures to ensure fully adequate and timely completion of work requirements/maintenance (scheduled or unscheduled). The Contractor shall plan and schedule maintenance to ensure material, labor, and equipment are available to complete requirements within the scheduled durations or for Level II work in accordance with Section C.3.4.2.3 Level II Maintenance Priority Categories. Failure to adequately perform Level I maintenance shall not constitute approval as a Level II activity.

##### **C.3.4.2.2 Maintenance Levels**

**C.3.4.2.2.1 Level I Maintenance or Service.** Scheduled maintenance or service includes any activity or service that can be planned to include predictive maintenance, PM, inspections, and services that can be foreseeably, either routinely or regularly, scheduled or planned as further described in sections C.3.4.3 through C.3.4.6. The Contractor has full responsibility for all Level I maintenance or service costs.

**C.3.4.2.2.2 Level II Maintenance or Service.** Unscheduled activity (maintenance or service) includes, but is not limited to, any activity or service required that was not scheduled or planned and that cannot foreseeably be scheduled or planned such as corrective maintenance repair, improvement or special events.

The Contractor has full responsibility for any Level II maintenance work up to the limit of liability of 120 direct labor hours or \$2,500 in direct material cost per maintenance activity, piece of equipment, or service call. The direct labor hour limit of liability is restricted to the cumulative direct labor hours for craft personnel (e.g., carpenters, electricians, masons, laborers, plumbers, heating, ventilation and air conditioning (HVAC) technicians, sheet metal workers, painters, etc.) in the performance of work in place. Labor hours attributable to support areas such as administration, supervision, work planning, quality assurance, waste management, oversight, etc. are not included within the direct labor hour limit of liability. Furthermore, the Contractor is responsible for Level II work activities up to the \$2,500 for activities that are subcontracted labor due to lack of specialized equipment and/or personnel to perform the task. The Contractor's lack of qualified skills to perform a task does not equate to Level II Maintenance.

The Contractor shall notify DOE upon identification that the Level II maintenance work will exceed the limit of liability. If a task order is issued for repairs, the Government will only pay for the portion of direct labor hours and/or direct material cost that exceeds the limit of liability.

Multiple repair requirements received for the same trade in the same building or structure at the same time may be combined into one service call for the convenience of the Contractor as long as the limit of liability is not exceeded.

*Examples of Level II service work that exceeds the limit of liability:*

- 1) If a service call requires 121 direct labor hours and \$2,500 in direct material cost, DOE may issue a task order in accordance with the IDIQ portion of the Contract for the one direct labor hour that exceeds the limit of liability.
- 2) If a service call requires 120 direct labor hours and \$2,600 in direct material cost, DOE may issue a task order in accordance with the IDIQ portion of the Contract for the \$100 in direct material cost that exceeds the limit of liability.
- 3) If a service call requires 121 direct labor hours and \$2,600 in direct material cost, DOE may issue a task order in accordance with the IDIQ portion of the Contract for the one direct labor hour and \$100 in direct material cost that exceeds the limit of liability.

#### **C.3.4.2.3 Level II Maintenance Priority Categories**

The Contractor shall utilize the following maintenance categories to classify all Level II maintenance as applicable. The Contractor shall respond to work site time requirements and limitation of maintenance expenditures as required by the applicable priority category for each Level II maintenance activity.

All work over the Level II limit of liability, except for emergency work, must be approved in writing by the Government prior to performance. Any work that is performed by the Contractor without such authority will be at the Contractor's own risk.

For any emergency work which the Contractor expects to exceed the limit of liability, the Contractor shall notify DOE and obtain approval prior to exceeding the limit of liability or, if impractical, at the earliest possible time, not to exceed one (1) business day from the commencement of work. Failure to adhere to the aforementioned may preclude the Contractor from receiving an equitable adjustment in the contract price for emergency work performed in excess of the limit of liability.

**C.3.4.2.3.1 Priority 1 – Emergency.** Maintenance required to correct a failure or to arrest any condition that constitutes, or can foreseeably constitute an **immediate** danger to personnel, threaten to damage property, or threaten to disrupt PORTS operations (including security). Priority 1 – Emergency maintenance takes priority over all other work.

The Contractor shall respond within 30 minutes of receipt of notification if during hours of operation or one (1) hour of receipt of notification outside hours of operation, to include weekends and holidays. The Contractor shall continue to work without interruption until the situation is corrected, or the emergent condition is arrested and the maintenance can be reclassified as either urgent or routine, as appropriate, and the corresponding completion time applied. Follow up maintenance shall be considered part of the original service call.

**C.3.4.2.3.2 Priority 2 – Urgent.** Maintenance required to correct failures which do not immediately threaten personnel, property, or activity missions; but which would soon inconvenience and/or affect the health or well-being of personnel, lead to property damage, or lead to disruptions in operations.

The Contractor shall respond within two (2) hour of receipt of notification if during hours of operation or four (4) hours of receipt of notification outside hours of operation, to include weekends and holidays. The Contractor shall continue to work without interruption until the situation is stabilized, or the urgent condition is arrested and the maintenance can be reclassified as routine, and the corresponding completion time applied. Follow up maintenance shall be considered part of the original service call.

**C.3.4.2.3.3 Priority 3 – Routine.** Maintenance required correcting failures, which cannot be classified as Priority 1 or Priority 2, shall default to Priority 3.

The Contractor shall respond within eight (8) business hours of receipt of notification.

#### **C.3.4.2.4 Computerized Maintenance Management System (CMMS)**

The Contractor shall fully utilize the computer software program SOMAX (Somax G3 3.15) or approved equivalent as their CMMS. The Contractor shall operate and maintain the CMMS. The Contractor shall provide full access to the CMMS to DOE to include any licensing requirements for two individuals. The Contractor shall utilize the CMMS to track all scheduled and unscheduled maintenance/services, service

orders, individual job orders, standing job orders, preventative maintenance, inventory and any other uses as appropriate. All information entered into the CMMS is considered as government owned for its present and future use and does not contain any limitations on its use.

**C.3.4.2.4.1 Scheduled Maintenance.** The Contractor shall utilize the CMMS to schedule and track all Level I maintenance to include all activities required to comply with the Contractor's PM program. The following information shall be captured for all Level I maintenance in the CMMS upon determination of schedule for PM activities and within 14 days prior to scheduled date for non-PM activities. The Contractor shall ensure all PM maintenance requirement dates are in accordance with the PM program.

- 1) Date of scheduled activity
- 2) Facility identification
- 3) Equipment ID number, if applicable
- 4) Description of the maintenance required
- 5) Maintenance Level
- 6) Labor category
- 7) Scheduled work hour cost
- 8) Scheduled material cost

**C.3.4.2.4.2 Maintenance Request Reception and Processing.** The Contractor shall receive, prioritize, correspond, and respond to requests for service during normal hours of operation as established in Section F.5, Normal Hours of Operation. The Contractor shall establish and maintain procedures for receiving emergency service orders after hours. The Contractor shall ensure facility occupants and facility managers of assigned facilities are notified of procedures implemented to notify the Contractor of maintenance service requests. Service orders for non-emergency work shall be accepted only from the facility managers designated by DOE.

The Contractor shall develop, input, update, and maintain all service order information within the CMMS. The status of all assigned and completed service orders shall be made available to DOE Representative upon request (**Deliverable 75**).

The Contractor shall process, record, and track the following information within the CMMS:

- Date/time the call or service order was received
- Name of requester
- Location of service work requirement/facility identification
- Date/time Contractor responded on-site
- Priority identified/confirmed
- Brief description of service work estimated
- Equipment ID number, if applicable
- Scheduled/anticipated work hour cost
- Scheduled/anticipated material cost

**C.3.4.2.4.3 Completed Maintenance.** Within ten (10) working days after completion of each activity or service, the Contractor shall include within the CMMS for activity closeout:

- Description of work actually completed.
- Brief description of material and parts used, including quantities.
- Date and time work began.
- Date and time work was completed.
- Operational checks performed.
- Hours of labor (by craft) expended.
- Signature or initials of the Contractor's craftsman performing the work (or supervisor), indicating that the work has been completed.

#### **C.3.4.2.5 Call Backs/Rework.**

All maintenance completed by the Contractor and found to be unacceptable by the DOE shall be reworked at no additional cost.

#### **C.3.4.2.6 Configuration Management.**

The Contractor shall redline and update installation drawings and 'as-built' drawings to reflect any changes that result from work performed by the Contractor. Markups of drawings shall be performed within forty-five (45) business days after completion of the work that resulted in the change to the drawing(s). All drawings will be electronic CAD format. A record of all changes/additions to assigned buildings, structures, and related equipment and systems made by the Contractor shall be provided to records management within 60 calendar days of the completed work. The Contractor shall attach, link or reference the installation drawings and 'as-built' drawings in the CMMS for future reference. Final drawings shall be provided to the D&D Contractor for inclusion in the site engineering management system.

#### **C.3.4.2.7 Reporting and Status Inquiry.**

The Contractor shall provide DOE a monthly maintenance report detailing all scheduled maintenance activity as described in Section C.3.4 of this Contract (**Deliverable 76**). This monthly maintenance report may be made by automated reports generated by the CMMS. The maintenance report shall contain the following:

- 1) All Level II maintenance activities accomplished from the time of the prior maintenance report to include current status and corrective action, as applicable.
- 2) All approved Level II maintenance activities to be performed in the following month.
- 3) All Level I maintenance activities to be performed in the following month.
- 4) Any missed or delinquent services from the prior report, e.g. preventative maintenance missed, as well as any known deviations to occur in the coming reporting period.

A status report of any item of work, to include all work that has been completed, shall be provided within four hours of CO/CO Representative request during normal hours of operation as established in Section F.5, or by 12:00 PM the following workday for inquiries after regular working hours. This update may be made by automated reports generated by the CMMS.

#### **C.3.4.3 Maintenance of Buildings, Structures, Installed Equipment, and Furnishings**

The Contractor shall perform maintenance, repair, replacement, and minor alterations of buildings and structures, related systems, equipment and furnishings in accordance with Contract requirements and applicable DOE Directives for assigned facilities in **Section J, Attachment J-8.C.2.1, Listing of Facilities Responsibility**

**Matrix.** This attachment is supplemented by *Section J, Attachment J-8.C.3.4.3a Characteristics of Buildings/Structures for Surveillance and Maintenance Performed by the Contractor*, which provides additional information on assigned facilities to be maintained. The Contractor also shall performance maintenance, repair, replacement, and minor alterations of equipment listed in **Attachment J-8.C.3.2.3, Automated Access Control System Listing and Security Alarm Monitoring System.**

The work within this section includes LEVEL I and LEVEL II maintenance as described herein for assigned facilities occupied by others and the Government Furnished Facilities.

A listing of requirements is provided in **Attachment J-8.C.3.4.3b, Maintenance Requirements for Buildings, Structures, Installed Equipment, System(s) and Components** for planning, scheduling and conducting work under this Contract. This listing shall be applied using a graded approach to maintenance and repair.

#### **C.3.4.3.1 General**

The Contractor shall utilize a graded approach to maintain assigned assets in the originally installed condition, except in cases where condition was less than original when the Contract commenced; for these the asset must be maintained in at least the condition found at Contract outset. If an asset is replaced during the life of this Contract, it becomes the responsibility of the Contractor to maintain said asset in its installed condition. The Contractor shall maintain and/or replace worn, damaged, and defective furnishings (such as, but not limited to: desks, chairs, refrigerators, microwaves, tables) to support assigned facility operations.

The Contractor shall provide new or factory reconditioned parts and components when providing maintenance, repair, and minor construction services as described herein. All replacement units, parts, components and materials to be used in the maintenance, repair, and minor construction of facilities and equipment shall be compatible with the existing equipment on which it is to be used; shall be of equal or better quality than original equipment specifications; and shall comply with applicable Government, commercial, or industrial standards.

The Contractor shall schedule and perform work so as not to cause interference with normal business activities. In those cases where some interference is unavoidable, the Contractor shall make every effort to minimize the impact of the interference. The Contractor shall notify the building occupants in writing at least two (2) working days in advance of any work to be performed in a facility that will tend to disrupt the conduct of normal business activities. Notification shall include the type of work to be done and the estimated completion date. The Contractor shall reschedule any work the COR deems necessary to avoid unacceptable disruptions of normal business activities.

When the Contractor completes work on a facility, system, or piece of equipment, that facility, system, or equipment shall be free of missing components or defects, which would prevent it from functioning as originally intended and/or designed. Corrective or repair/replacement work shall include operational checks and cleanup of the job site. Except where otherwise noted, replacements shall match existing dimensions, finish, color, and design. During and at completion of work, debris shall not be allowed to spread unnecessarily into adjacent areas nor accumulate in the work area itself. All such debris, excess material, and parts shall be cleaned up and removed at the completion of the job and/or at the end of each day work is in progress.

The Contractor shall manage the total work effort associated with the maintenance and services required herein to ensure fully adequate and timely completion and tracking of work in progress. Such management includes, but is not limited to, planning, scheduling, cost accounting, report preparation, establishing and maintaining records, and quality control. The Contractor shall provide staff with the necessary management expertise to ensure the performance of the required work. All workmanship shall meet the standards specified herein and shall be accomplished in conformance with approved and accepted standards of the industry; equipment manufacturers; applicable activity, local, state, and federal standards; and applicable building and safety codes.

#### **C.3.4.3.2 Level I Maintenance for Facilities (Preventative and Scheduled Maintenance for Facilities).**

**C.3.4.3.2.1 Preventative Maintenance Program Development.** The Contractor shall develop a comprehensive PM program (**Deliverable 77**) for assigned buildings, structures, and installed equipment. The PM program shall be developed from applicable original equipment manufacturer manuals, inspection checklists, manufacturer's standards, industry standards, and commercial guides, as applicable. The Contractor shall identify and/or develop maintenance standards and procedures for each building and subsystem, structures, and installed equipment to their individual component level. The maintenance standards and procedures shall be readily accessible to DOE in the CMMS.

For each facility, the Contractor shall address all installed equipment (e.g., HVAC, electrical equipment, fixtures, etc.) and building systems (e.g., roofing systems; structural components; interior walls, ceilings, and trim; interior and exterior doors; windows and screens; stairs and stairwells; cabinets and countertops; interior accessories; flooring and floor covering; exterior walls; exterior trim gutters and downspouts; exterior concrete and masonry structures; exterior accessories; overhead or rolling doors; signage; refrigeration equipment; plumbing systems; electrical material and equipment; elevators; etc.)

**C.3.4.3.2.2 Preventative Maintenance Program Implementation.** The Contractor shall implement the comprehensive PM program developed in Section C.3.4.3.2.1 in compliance with the requirements of Section C.3.4.2.

The Contractor shall perform PM activities on the assigned facilities, systems, and equipment. PM activities consist primarily of inspection, lubrication, calibration, adjustment, and minor part and component replacement (e.g., filters, belts, hoses, fluids, oil and grease) as required to minimize malfunction, breakdown, and deterioration of equipment; and the identification of and/or performance of any repairs required to ensure the equipment is operating per manufacturer's standards. The Contractor shall complete all identified repairs and provide all necessary services, parts, and materials as part of the PM.

Excessive or repeated system breakdowns or deficiencies may be considered by DOE as an indication of unsatisfactory Contractor performance of PM. The Contractor should recognize that untimely response to repair requirements and lower levels of PM will result in increased repair frequencies and additional material costs. The Contractor may, at its option and at no additional cost to DOE, increase the level and/or frequency of PM in an effort to minimize repair requirements.

**C.3.4.3.2.3 Heating, Ventilation and Air Conditioning Systems.** The term HVAC system as used in this document means any installed equipment designed for the sole purpose of conditioning the air in an

occupied space. It may be for heating, cooling or both. The Contractor shall operate, maintain, and repair all HVAC systems. The Contractor shall perform specific inspections, procedures, and preservation required by the manufacturer; verify all systems and components are operating as designed; and identify needed repairs that may be accomplished during the off-season. This work includes the maintenance, repair, and installation of all components, devices, equipment and associated systems, including, compressors, blowers, motors, drive assemblies, fans, service valves, dampers, condensers, cooling coils, piping, pumps, purge units, control systems and wiring, duct work, burner assemblies, combustion chambers, thermostats and temperature controls, registers, condensate and drip pans and drains, grills, evaporators, air filters, heat/air conditioning units, and all other items of equipment essential to the proper operation of equipment and systems in accordance with the manufacturer's manuals.

**C.3.4.3.2.4 Overhead and Rolling Doors.** Railings shall be checked for alignments. Rusted or corroded areas shall be repaired or replaced. All bearings, rollers, gears, and pulleys shall be properly lubricated. All hangers, bolts, springs, and pins shall be free of rust and corrosion and appropriately lubricated. Cables and fusible links shall be properly installed and free from corrosion and rust.

**C.3.4.3.2.5 Elevators (Vertical Transport Equipment).** The Contractor shall perform all maintenance, repair, inspection, testing, and component replacement of equipment per the manufacturer's original specifications to keep elevators in a safe operating condition. The Contractor shall perform service call work as necessary to determine the reason for system and equipment malfunctions, eliminate the cause(s), and restore the system or equipment to satisfactory working condition. Performance standards include: Equipment areas/rooms clean; Car meets manufacturer's rated speed; Car movement smooth with no unusual or objectionable noise or vibration; Car stops level with all floors/landings; All doors and safety edges operate at rated speeds per original equipment specifications; Normal and emergency operating controls, lights and indicator lamps, and safety systems and mechanisms are operational; and All cables within allowable limits of wear and acceptably lubricated.

**C.3.4.3.2.6 Refrigeration Equipment.** Refrigeration systems are reach-in type residential, walk-in commercial refrigerators, and electric water coolers. Refrigeration equipment shall be maintained in operable condition.

**C.3.4.3.2.7 Re-Lamping.** The Contractor shall re-lamp lighting fixtures contained in assigned facilities. The Contractor shall periodically inspect each building included in this Contract to systematically replace burned out and/or blinking bulbs. All relamping is a Level I activity.

**C.3.4.3.2.8 Architectural and Traffic Signage.** The Contractor shall perform replacement and sign fabrication tasks necessary for maintenance, repair, replacement, and alterations of interior and exterior signs for buildings, structures, facilities, and road signs. All signage tasks shall be performed in accordance with Local, State, and Federal DOT traffic sign directives and regulations (Ohio Manual of Uniform Traffic Control Devices). Signs shall be repaired or replaced when damaged, faded, outdated, or otherwise illegible.

**C.3.4.3.2.9 Fences and Wire Cages.** The Contractor shall provide maintenance/repair of security fences and gates to ensure all exterior and interior fences are kept in good repair, and unauthorized entry

is not permitted. All gates shall be maintained secure, and all hinges and locking devices kept in good working order. Repairs required include, but are not limited to, the following: repairing holes in chain link fence and wire cages, stringing of barbed wire on top of fence, replacing or resetting of fence support stanchions, replacing or repairing hinges and locking devices, and removal of rust and the painting of fences. More stringent inspection and repair may be needed for designated security fencing as required for the S&S Program (see Section C.3.2).

The Contractor shall maintain the outer boundary fence (X-208A) and provide brush control on both sides of the fence. The fence will be maintained clear of trees, brush and other vegetation to the degree that the fence is not damaged. Repairs to the fence shall be accomplished to ensure the fence is capable of confining farm animals and acts as a barrier to notify personnel that they are entering DOE restricted access property. The fence shall be posted in accordance with requirements identified in **10 CFR § 860.6, *Trespassing on Department of Energy Property***. See **Attachment J-8.C.3.4.3.2.9, *Fences and Wire Cages Listing/Description*** and **Attachment J-8.C.3.4.3.2.10, *Fencing Figures*** for additional information.

**C.3.4.3.2.10 Warranty Maintenance.** The Contractor shall exercise manufacturers' commercial warranties on Government equipment on the Government's behalf. The Contractor shall report any difficulty in exercising manufacturers' warranties to the Government and request assistance as necessary. It is the Contractor's responsibility to correct equipment deficiencies, regardless of the manufacturers' actions. If the manufacturer fails to honor the warranty, it shall not relieve the Contractor of this responsibility.

**C.3.4.3.2.10.1 Invalid Warranties.** The Contractor is responsible for invalid warranties due to poor workmanship or by not following manufacturers' installation or operating instructions. Replacements and repairs shall be at the Contractor's expense.

**C.3.4.3.2.10.2 Warranty Monitoring.** The Contractor shall develop and maintain information within the CMMS on warranties for equipment and facilities pertaining to the Contract within ninety (90) calendar days following the NTP and throughout the Contract term.

#### **C.3.4.3.3 Level II Maintenance for Facilities.**

The Contractor shall perform Level II Service Order work as defined in Section C.3.4.2, Maintenance Management, and in accordance with standards established in this contract in performing corrective maintenance and repair to buildings, structures, installed equipment systems and systems components. Level II Service Order work shall be performed for all real property assets, to include assets that are not required to be in the PM program. All requirements, standards, and controls under this Contract, that are applicable to PM Level I tasks, remain applicable to Level II Service Order tasks unless waived by DOE.

The Contractor shall perform unscheduled maintenance, repair, or modification of all elements related to assigned buildings, facilities or structural components or systems. The Contractor shall troubleshoot, test, diagnose, disassemble, fabricate, and repair or replace elements or sub-elements; repair, reassemble, and quality test to ensure proper functioning in accordance with the manufacturer's installation instructions, standard work practices or national codes (the more stringent requirement shall govern); and interpret manuals, blueprints, sketches, schematics, and specifications for all work.

#### **C.3.4.4 Paved, Gravel and Earth Roads, and Yards.**

##### **C.3.4.4.1 General**

The Contractor shall inspect, schedule, maintain and repair roadways, surfaced areas, and support facilities. This includes paved and unpaved roads, streets, parking lots, sidewalks, bridges, drainage systems and related areas, and associated structures and appurtenances at PORTS. Activities within this Section are organized as Level I Scheduled/Preventative Maintenance or Level II Service Order. Activities that exceed Level II Service Order limitations may be addressed through Section 5.0. Road and parking lot maintenance within the ACP leased area is not included in this scope of work. All roadways identified as the Contractor's responsibility to maintain shall be kept clear of fallen trees, limbs and storm debris as necessary. Overgrowth of trees, vines or bushes along roadways shall be kept trimmed away from the roadway in a manner that allows for normal passage of traffic and requisite clearance. Traffic control signs and traffic control devices shall be maintained on DOE roadways. Guardrails shall be maintained in good serviceable condition including any necessary coatings to prevent corrosion of the metal surfaces, including replacement if needed.

As markings, signage, and devices are maintained/replaced, the Contractor shall implement consistent traffic control devices, markings, and signage throughout the site, including parking areas. The Contractor shall also be responsible for evaluation of, and alteration if needed, of traffic flow/direction patterns in assigned parking facilities.

##### **C.3.4.4.2 Description**

The following attachments provide an overview of structures and assets at PORTS:

- 1) **Attachment J-8.C.2.1 *Listing of Facilities Responsibility Matrix***
- 2) **Attachment J-8.C.3.4.4.2a, *Listing of Roads***
- 3) **Attachment J-8.C.3.4.4.2b, *Portsmouth Site Map***
- 4) **Attachment J-8.C.3.4.4.2c, *Listing of Bridge(s)***
- 5) **Attachment J-8.C.3.4.4.2d, *Map Detailing Bridge Locations***
- 6) **Attachment J-8.C.3.4.4.2e, *Culverts***

##### **C.3.4.4.3 Level I, Scheduled/Preventative Maintenance Tasks and Standards**

**C.3.4.4.3.1 General.** The Contractor shall provide all maintenance and scheduled repairs to paved/unpaved areas and ancillary structures.

**C.3.4.4.3.2 Records.** The Contractor shall utilize CMMS to document deficiencies resulting from inspections.

**C.3.4.4.3.3 Paved Surfaces Maintenance and Repair.** The Contractor shall maintain and repair paved surfaces in accordance with the latest edition of the Ohio Standard Specifications for Road and Bridge Construction and the Ohio Manual of Uniform Traffic Control Devices (latest version). During the month of May, the Contractor shall inspect all surfaced areas and related structures and prepare an Inspection Report for submittal to DOE (**Deliverable 78**). This report shall focus on all areas of the pavement system to include the pavement surface, pavement markings, shoulders, ditches, drainage, signage, curbing along with documenting potholes, upheavals, and alligator racking. The Inspection

Report shall document the results of the inspection(s) as to the condition/deficiencies along with a prioritized list of repairs with estimated price for repair.

Paved surfaces shall be maintained free of potholes (impacting safe roadway use for passenger vehicles) and with adequate striping to make the roadway boundaries readily visible at night. Paved surface maintenance includes patching of potholes (impacting safe use by passenger vehicles and pedestrians), placing and replacing parking blocks, resurfacing, marking, striping, and sweeping/cleaning as necessary.

**C.3.4.4.3.4 Unpaved Surfaces Maintenance and Repair.** The Contractor shall maintain and repair gravel surface roads and areas in accordance with the Ohio Standard Specifications for Roads. Gravel roads and parking lots shall be maintained with regular grading sufficient to avoid large potholes and with sufficient gravel to make the road passable by passenger vehicles without the need for all wheel drive. Maintenance of unpaved roads and parking lots includes, but is not limited to, stabilization of road segments and maintaining proper drainage including sufficient crown and shoulder to prevent degradation of the road/lot.

- a) **Scheduled Service.** The Contractor shall grade Unpaved Roads and Parking Areas to level ruts and washes, fill in low areas, cut down high areas, as needed to achieve appropriate grade and slope, eliminate standing water, and maintain safe passage by passenger vehicles. The Contractor shall provide sufficient aggregate each year for repair of unpaved surface roads and parking areas.
- b) **Preventative Maintenance Inspections.** During the month of May, the Contractor shall inspect all unpaved roads, parking areas and ancillary structures and prepare an Inspection Report (**Deliverable 79**). This report shall focus on all areas of the unpaved road system to include the road surface, shoulders, ditches, drainage, signage, curbing. The Inspection Report shall document the results of the inspection(s) as to the condition/deficiencies along with a prioritized list of repairs with estimated price for repair.

**C.3.4.4.3.5 Storm Drainage System Maintenance and Repair.** The Contractor shall maintain the drainage systems associated with roads and grounds to include ditches and culverts. To maintain proper runoff, the Contractor shall inspect and repair plugged and/or damaged culverts, clean catch basins, culverts, inlet headwalls, and exits and similar structures on a regular schedule. The schedule shall be based on the rate of silting or clogging with debris. Drainage ditches shall be maintained clear of debris and obstacles in order to maintain proper drainage. Culverts shall remain clear of obstructions and maintained in a manner that precludes washouts. Culverts shall be replaced when they become structurally compromised or indication of a subsidence or sinkhole is evident. The Contractor shall maintain proper drainage through appropriate vegetation control as described in Section C.3.5.2 Grounds Maintenance. The storm sewer system and culverts associated with rail are assigned to and maintained by the D&D contractor.

**C.3.4.4.3.6 Bridge Maintenance and Repair.** The Contractor shall inspect vehicular bridges in accordance with the requirements of **23 CFR § 650.301, *National Bridge Inspection Standards*** and **23 CFR § 650.311, *Inspection Frequency***, on an annual basis and provide an Inspection Report

**(Deliverable 80).** The Inspection Report shall document the results of the inspection(s) and provide the condition/deficiencies along with a prioritized list of repairs with estimated price for repair.

#### **C.3.4.4.4 Level II, Service Orders Tasks and Standards**

The Contractor shall perform Level II Service Orders in accordance with the standards and requirements of this Contract. Level II Service Order work shall be performed for all assets. All requirements, standards, and controls under this Contract, that are applicable to PM Level I task(s), remain applicable to Level II Service Order task(s) unless waived by DOE.

Examples of Level II Service Order work activities include, but are not limited to, paving; guardrail repairs/replacement; culvert repair and installation; repairs to bridges; application of gravel/stone to surfaces, cleaning of ditches; repair or replace damaged or washed out sections of paved or unpaved roads; excavate and replace pavement to gain access to sewer or drainage facilities or other utilities for repair work; repair or replace headwalls to prevent erosion or scour the embankment adjacent to culvert inlets. Repair to roads, sidewalks, or grounds associated with damage from excavation by the D&D contractor to maintain utilities assigned to the D&D contractor will be the responsibility of the D&D contractor.

#### **C.3.4.5 Erosion, Storm Damage Repair**

##### **C.3.4.5.1 General.**

In addition to grounds maintenance associated with Section C.3.4.4, Paved, Gravel and Earth Roads, and Yards Maintenance; and mowing activities in C.3.5.2 Grounds Maintenance, the Contractor shall provide repair services for significant soil erosion and response to severe storm damage impacting site operation. This scope does not include grounds within ACP leased areas.

##### **C.3.4.5.2 Erosion Repair.**

The Contractor will perform seeding, strawing, topsoil backfill, rock placement (armoring), and/or application of erosion control matting in maintained areas in order to repair areas of significant erosion (areas over ~500 square feet). The Contractor will inspect and report areas of erosion that require repair. These areas shall be repaired by filling in washed out/bare areas with clean inorganic fill soil to within 4 inches of normal ground elevation. This soil shall be compacted as required for the application, and then topsoil placed to return the area to normal ground elevation. Subsequently, the area shall be maintained to reduce the effects of erosion; and to establish a healthy grassed covering.

##### **C.3.4.5.3 Storm Damage.**

The Contractor will remove fallen trees and other debris from maintained facilities and areas to accommodate vehicle traffic, grounds maintenance, and other site operations. This does not include snow removal activities, which are addressed in Section C.3.5.

#### **C.3.5 FACILITY SERVICES (CUSTODIAL, SNOW/ICE ABATEMENT, PEST CONTROL, MOWING)**

##### **C.3.5.1 Custodial Services**

###### **C.3.5.1.1 General**

The limit of liability presented in Section C.3.4 does not apply to services discussed in Section C.5, with the exception of corrective maintenance/Level II maintenance of government provided equipment. The Contractor is fully responsible for all other activities described.

The Contractor shall provide custodial services as described herein at the facilities assigned in **Section J, Attachment J-8.C.2.1, *Listing of Facilities Responsibility Matrix***, so the facilities are clean, sanitary, and sightly. The assigned facilities/areas are further described including the required service levels in **Attachment J-8.C.3.5.1.3a, *Listing of Facilities and Service Level***. The Contractor shall provide custodial services in accordance with **Attachment J-8.C.3.5.1.3b, *Service Level Frequency Description***.

The Contractor shall develop, implement and provide to DOE a space-cleaning plan, which incorporates assigned facilities, service level, and frequencies (**Deliverable 81**). The space-cleaning plan shall be provided to DOE for approval within 60 calendar days of the NTP, and when any changes or updates are made.

#### **C.3.5.1.2 Materials**

The Contractor's cleaning techniques and products shall protect the integrity surfaces and finishes that are receiving cleaning services. The Contractor shall purchase and use cleaning products containing recovered materials that are EPA-designated items to the greatest extent practicable or when not practicable, the Contractor shall purchase and use cleaning products that have a lesser or reduced negative effect on human health and the environment when compared with competing products that serve the same purpose.

The Contractor shall post warning signs and barricades in areas of floor care operations, as appropriate, to ensure personnel safety.

The Contractor's cleaning techniques for biological material to include excrement and vomit shall be in compliance with Center of Disease Control protocols, and approved Federal, State and local regulations as implemented through the Contractor's WSHP.

#### **C.3.5.1.3 Level I Scheduled Cleaning Services**

The Contractor shall perform space-cleaning services as described herein at the facilities to the level shown for each assigned facility. Furniture and other items moved while performing basic services shall be returned to their original positions.

**C.3.5.1.3.1 Space Cleaning.** The Contractor shall clean spaces to include the following areas: offices, conference rooms, break rooms, kitchen areas, restrooms, file rooms, closets, entry areas, curtilage, hallways, steps and stairs, entrances, sidewalks, landings, balconies, ledges, smoking areas and sheltered areas/gazebos adjacent to buildings or facilities. The Contractor shall ensure the spaces are clean, sanitary and sightly.

- a) **Waste Containers.** All waste containers shall be emptied and plastic liners shall be placed into waste containers. Any plastic liner with food wastes or that is soiled or leaking shall be replaced with a new plastic liner. Waste containers shall be washed as needed inside and outside using a disinfectant and shall be free of odors. After washing, containers shall be wiped dry and new plastic liners installed. Boxes, cans, bottles, and other items placed adjacent to waste containers and marked "TRASH" shall also be removed and disposed of. All waste collected shall be

disposed of in the nearest outside trash collection point. Waste that falls on the floor and outside grounds during the waste removal process shall be picked up and disposed of by the Contractor. Sanitary dumpsters will be provided by the D&D contractor and waste disposal will be performed by the D&D contractor.

- b) **High Area Cleaning.** The Contractor shall provide high area cleaning services to ensure surface areas are clean. Surfaces between 7 feet and 14 feet shall be cleaned free of dirt, dust, and cobwebs. Where glass is present, both sides shall be clean and free of streaks. This includes all walls and ceiling areas and anything affixed to, or included in, these surfaces. This does not include removal of vents, tiles, or fixtures.
- c) **Low Area Cleaning.** The Contractor shall provide low area cleaning services to ensure surface areas are clean. Low area cleaning includes all furniture and fixtures (e.g., partitions, radiators, equipment, hand railings in stairways, grills, ledges, sills, walls, baseboards, doors, glass in partitions and doors, light fixtures, miscellaneous hardware and bright metal work) to a maximum height of 7'-0" above floor level.
- d) **Door Tracks.** Tracks shall be clean and free of dirt, debris, built up grime, dust, smudges, and other extraneous matter.
- e) **Interior Window and Glass Cleaning.** The Contractor shall clean window and glass surfaces and adjacent areas to ensure that surfaces are clean.
- f) **Window Treatments.** The Contractor shall clean window treatments to include, but not limited to, blinds, draperies, curtains, shades, and all other accessories and appurtenances to ensure that surfaces are clean. All treatments and coverings, cord tapes, and valances shall be clean and free of dust and spots. Blinds and coverings that are not operating properly shall be reported for repair.

**C.3.5.1.3.2 Floor Care.** Floor care shall consist of the following services:

**C.3.5.1.3.2.1 General Requirements:**

- a) The Contractor shall move non-permanent rugs and other floor coverings prior to floor care services. The Contractor shall return furniture, rugs, floor coverings, and other items moved during services to their original positions.
- b) Mops and cleaning rags shall be cleaned and sanitized before and after a day of use. Mops and cleaning rags used in restrooms shall not be used to clean any other areas.
- c) The Contractor shall ensure that all bare floors, base moldings, and grout are clean and free of debris including dirt, water streaks, mop marks, string, gum, tar, and any other foreign matter.
- d) The Contractor shall ensure that any cleaning of flooring that may contain Asbestos Containing Building Material, such as vinyl asbestos tile, shall comply with the Contractor's WSHP.
- e) The Contractor shall ensure that damp mopping is the only method of wet cleaning for floors containing asphalt material.

**C.3.5.1.3.2.2 Sweeping/ Dust Mopping:** The Contractor shall sweep/dust mop uncarpeted floors including stairwells and elevators to ensure floors are clean.

**C.3.5.1.3.2.3 Carpets and Rugs:** Vacuuming. The Contractor shall vacuum carpets and rugs to remove loose dirt, dust, and debris ensuring they are clean.

Deep Cleaning (Shampooing). The Contractor shall ensure that all carpets are vacuumed and free of all loose soil and/or any debris prior to shampooing carpets. The Contractor shall use shampooing with water extraction, chemical extraction, steam cleaning, and/or other similar deep cleaning processes or an equivalent method that properly cleans carpets and rugs, rendering them free of any streaks, spots, and/or stains. Once cleaned, carpets and rugs should have a uniform appearance. After drying, the Contractor shall return all furniture, or other equipment that was moved to the original position.

**C.3.5.1.3.2.4 Walk-off Mats.** The Contractor shall provide and service the walk-off mats and clean surfaces below the mats.

**C.3.5.1.3.2.5 Damp Mop.** The Contractor shall damp mop uncarpeted floors, including stairwells and elevators to ensure that they are clean.

**C.3.5.1.3.2.6 Wet Mop.** The Contractor shall ensure wet mopped floors are cleaned using disinfectant cleaner(s) with additional scrubbing, if necessary. Surfaces, baseboards, and corners shall be clean and dry. Walls, baseboards, and other surfaces shall be free of splashing and markings from the equipment. There shall be no visible buildup of finish in corners or crevices.

**C.3.5.1.3.2.7 Waxing and Buffing.** Spray Cleaning and Buffing. Prior to spray cleaning and buffing, floors shall be damp mopped as specified above. Floors shall be spray cleaned and buffed to remove traffic marks, heavy soil, etc. The Contractor shall use a blend of detergents and polymers to emulsify surface soil and repair traffic areas. If buffing produces loose residue, it shall be removed in a manner that leaves the floor clean without destroying the high gloss produced by buffing. When cleaning and buffing is completed, the floor shall have a uniform, high-gloss finish from wall to wall, including corners, free of scuff and heel marks.

Waxing and Buffing. In the event spray cleaning and buffing is not sufficient to maintain a uniform, high-gloss finish, floors shall be completely waxed and buffed using a liquid wax system containing not less than 18% solids. Floors shall be damp mopped as specified above immediately prior to application of wax. Floors shall be buffed, if required, to a uniform gloss finish free from dirt, traffic marks, and stains.

Stripping, Waxing and Buffing. In the event spray cleaning and buffing is not sufficient to maintain a uniform, high-gloss finish, floors shall be completely stripped, waxed and buffed using a liquid wax system containing not less than 18% solids. Floors shall be buffed to a uniform gloss finish free from dirt, traffic marks, and stains.

**C.3.5.1.3.3 Break room Areas.** The Contractor shall service all break rooms to ensure they are clean, sanitary, sightly and stocked with sufficient supplies, such as soap, paper towels, and similar items. The Contractor shall clean, disinfect and sanitize all fixtures and surfaces to include sinks, drinking fountains, washbasins, coffee areas, and similar fixtures, and ensure that no dust, spots, soiled substances, discoloration, mold, build-up, or excess moisture is present in these areas. The Contractor shall ensure that cleaning equipment used to clean water closets, urinals, floors and walls are not used to clean/disinfect sinks, countertops, or drinking fountains. The Contractor will provide, routinely clean,

and replenish drinking water dispensers (bottled water or filtered) in break areas or similar areas within maintained facilities.

**C.3.5.1.3.4 Restroom Services.** The following work requirements shall be performed each time restroom services are performed:

Cleaning. Restroom fixtures, including water closets, urinals, lavatories, and sinks shall be washed inside and outside using a disinfectant, and shall be free of stains and odors. The Contractor shall ensure that cleaning equipment used to clean water closets, urinals, floors and walls are not used to clean/disinfect sinks, countertops, or drinking fountains. Stains shall be removed from all urinals and water closets. Brushes, sponges, and cloths that have been used to clean any other part of the restroom (including water closets, urinals, walls, floors, and partitions) shall not be used to clean lavatories or sinks. Floors shall be swept/dust mopped free of dirt, then mopped with a disinfectant. Floor drains shall be cleaned and flushed with a disinfectant. Wainscoting, partitions, walls, and doors shall be cleaned free of dirt, stains, and graffiti. Mirrors shall be cleaned and polished. All metal fixtures and hardware shall be wiped, cleaned and free of streaks. Waste containers shall be emptied, disinfected, and plastic liners replaced. If present, shower stall rooms and locker/dressing rooms shall be considered part of the restrooms, and cleaned accordingly.

Servicing/Inspecting/Stocking. Servicing restrooms shall include inspecting, cleaning, and replenishing supply dispensers. Restroom supplies include, paper towels, toilet tissue, toilet seat protectors, air fresheners and soap. The Contractor shall stock restrooms with sufficient supplies such that will last until the next scheduled service. If dispensers become empty before the next scheduled servicing, the Contractor shall replenish them upon notification.

**C.3.5.1.3.5 Collection and Disposition of Waste.** The D&D contractor will be responsible for pickup and disposition of sanitary waste at a designated dumpster from the facility. The Contractor shall collect waste within the facility and discard in designated collection dumpster. The Contractor shall collect recyclable materials (office paper, aluminum cans, plastic containers) within facilities assigned for custodial services (**Section J, Attachment J-15, Work Authorizations**) and turnover to the D&D contractor for recycle/disposition.

The Contractor shall separately collect and manage recyclable and consumer hazardous waste generated by the Contractor from other waste streams in accordance with the waste minimization program per PWS Section C.2.2.10.

**C.3.5.1.4 Level II Maintenance, Unscheduled Cleaning Services:**

Upon notification through the issuance of a Level II service request, the Contractor shall respond to spills, leaks, etc. to maintain identified service levels and ensure facilities are clean, sanitary, and slightly.

**C.3.5.2 Grounds Maintenance**

**C.3.5.2.1 General**

The Contractor shall provide all work necessary to maintain grounds to acceptable standards i.e., inspecting, servicing, repairing, and maintaining all grounds, mowing, trimming, reseeding, removing debris, correcting soil erosion problems, maintaining trees and shrubs, fertilizing, policing (litter control) in assigned areas as

specified in **Attachment J-8.C.3.5.2.1, *Grounds Performance Level Standard***. The grounds areas are generally divided into the following categories for the purpose of this PWS: Improved Areas; Semi-Improved Areas (Monitoring Access; Edge Areas, Fencing, Roadways, Ditches, Holding Ponds, Easements), Regulated Areas, Unimproved Areas, and Special Events. The Contractor shall coordinate with the other site contractors prior to the performance of work activities that might impact their operations. Herbicides may be used as approved by DOE. Areas leased to ACP are excluded.

#### **C.3.5.2.2 Assets and Areas**

DOE owns a total of 3,782 acres at the Portsmouth Site. DOE has restricted access to 749 acres within the fenced LA and additional buffer zone surrounding the LA. Areas will be maintained in accordance to the **Attachment J-8-C.3.5.2.2a, *Mowing Map***, and applicable performance standard for these areas **Attachment J-8.C.3.5.2.1, *Grounds Performance Level Standard***.

**C.3.5.2.2.1 Areas Improved Areas.** Improved areas are intensely maintained and include grounds within the built up areas with lawns, landscaping, frequent access, and the like. Grass mowing and trimming shall be accomplished in these areas, around structures, and other permanent objects. Lawns shall be kept free of bare areas, ruts, holes, dead vegetation, debris, and unwanted vegetation that present an unsightly appearance. All holes or depressions shall be filled and compacted to adjacent grade level. The Contractor shall prevent scalping, uneven mowing, or rutting by the equipment and shall take care not to damage trees and shrubs.

**Semi-Improved Areas.** Semi-improved grounds require less maintenance and include storage areas, open field area with less use, and access. Mowing in these areas will be maintained to ensure that brush and small trees do not take permanent root and the area remains open and clear of trees and brush. Trimming will be needed in limited areas to accommodate personnel access, prevent woody/vine growth on equipment, fences, and/or structures, and maintain drainage flow. These areas have historically been referred to as bush hog areas and semi-improved areas will be maintained by mowing/bush hogging at least twice annually.

**Monitoring Station Access.** The Portsmouth Site has 800 groundwater monitoring wells that are sampled on a routine basis. The Contractor shall provide an access route and mow a ten (10) foot radius circle with a vegetation height not to exceed six (6) inches around the groundwater wells based on the D&D contractor's sampling schedules. Approximately 25% of the groundwater monitoring wells require mowing for an access route and cleared circle around these wells. The D&D contractor provides sampling schedules so that the wells can be examined to determine what mowing is necessary to ensure safe access is maintained. The use of herbicide is prohibited for this activity, so these areas must be mowed or cut. The Contractor will coordinate with the D&D contractor on mowing around applicable wells. There are fifteen (15) ambient air monitoring stations at various locations surrounding the DOE site at Portsmouth. Access to the monitors is necessary to maintain these monitors on a regular basis. The Contractor shall maintain a mowed, debris free, pathway that is no less than three (3) feet wide and with a vegetation height not to exceed six (6) inches leading to the monitors to ensure safe walking access. Air monitoring and well locations are provided in **Attachment J-8.C.3.5.2.2b, *Air and Well Monitoring Locations Map***.

**Other Areas, Railroads, Fencing, Roadways, Ditches, Holding Ponds, Easements.** The Contractor shall perform grass and vegetation control along sections of railroads, security fences, roadways on both sides

of the fence/roadway, and ditches including, trimming around fences, guardrails, signs and other structures. The Contractor shall maintain the outer boundary fence (X-208A) and provide brush control on both sides of the fence when possible, obstructions and private property prevent this in some areas. The fence will be maintained clear of trees, brush and other vegetation to the degree that the fence is not damaged. A cleared access route along the fence will be maintained at a width of 5 feet for its entire length. The Contractor shall remove obstructions and control vegetation in above ground storm drainage systems to permit unrestricted flow of storm water runoff. The Contractor shall control the height of vegetation to less than 30 inches in ditches where water regularly accumulates and it is impractical to enter with mowers on a regular basis even during dry weather. The Contractor shall maintain facility railroads free of vegetation to allow for safe and compliance rail operations. Vegetation 25 feet on either side of roadways through otherwise unmaintained areas will be mowed/trimmed and will be maintained at a height of no more than 18 inches. Additional clearance beyond 25 feet may be needed at intersections, turns, or other such areas with reduced traffic visibility.

**Unimproved Areas.** Unimproved grounds include wooded or otherwise undeveloped areas that are not mowed. Unimproved areas may be transected by maintained (semi-improved) areas such as roads, fences, ditches, or easements. The Contractor shall contact DOE National Historic Preservation Act (NHPA) Lead and/or D&D Contractor NHPA Lead prior to mowing in sensitive archaeological areas.

**Regulated Engineered Facilities.** A number of Solid Waste Management Units (SWMU) are present at the Portsmouth site. Some of these SWMUs have caps (Mowing Remedial Action areas) that require maintenance and mowing, such as: X-231A, X-231B, X-734A, X-734B, X-735N, X-735S, X-749, X-749A, and X749B Landfills. Care must be taken not to damage the caps by scalping of the vegetative cover, rutting, fertilizer burn, or other means. Mowing, maintenance, and repair requirements for these caps are delineated in the Integrated Surveillance and Maintenance Plan (DOE/PPPO/03-0084&D3) for the Portsmouth Gaseous Diffusion Plant, Piketon, Ohio. The Contractor shall be responsible for the mowing, repair, fertilization, monument maintenance, and pest control of these caps in strict compliance with the plan. In performing activities in these areas, the Contractor shall consult and coordinate with the D&D contractor to prevent any potential damage during maintenance and mowing. The Contractor shall prevent scalping, uneven mowing, or rutting by the equipment and shall take care not to damage engineered caps.

**Stone/Gravel Areas.** The Contractor shall maintain designated areas predominantly free of vegetation through trimming, mowing, and/or herbicide. Gravel surface should be visible and unimpacted for use, maintenance, and inspection by vegetation growth.

**Special Events.** Special event services can be in any maintained area described above and include single event requests to accommodate, for example, events, visitors, and inspections. Request may include mowing otherwise unmaintained areas or increasing service levels in a particular area.

#### **C.3.5.2.3 Schedules**

The Contractor shall submit and annually update a Mowing Plan, Mowing Map and Annual Mowing Schedule for review and approval by DOE (**Deliverable 82**). The Contractor shall provide a weekly schedule of mowing activities.

#### **C.3.5.2.4 Level I Scheduled/Preventative Maintenance Grounds Services**

The Contractor shall perform Level I Scheduled/Preventative Maintenance Grounds Services as follows:

**C.3.5.2.4.1 Damage**

The Contractor shall notify and provide a condition report to DOE of any existing damages to facility assets prior to the Contractor commencing work. Damage caused by the Contractor to site assets i.e., utility poles, signposts, power outlets, telephone pedestals, fire hydrants, grounding system wires, wire molding and ground rods, and guy wires shall be reported within one (1) working day of the incident. All repairs/replacements shall be at the Contractor's expense.

**C.3.5.2.4.2 Services**

**C.3.5.2.4.2.1 Debris/Litter Removal.** The Contractor shall remove any trash, paper, or other debris prior to mowing/cutting that detracts from the finished appearance of the area or present a safety hazard. Such debris includes but is not limited to: paper, cigarette butts, cans, bottles, limbs, leaves, fallen trees, and other objects within the maintenance area, and shall include debris lodged in shrubs, hedges, fences, and along foundations and other walls or structures.

**C.3.5.2.4.2.2 Mowing.** The Contractor shall maintain designated areas to ensure specified grass/vegetation heights (see **Attachment J-8.C.5.2.2a, Mowing Map**).

**C.3.5.2.4.2.3 Trimming.** The Contractor shall trim grass/vegetation around utilities, fences, utility poles, lightning protection poles, guy wires, signposts, fire hydrants, buildings, electrical structures, plastic and concrete jersey barriers, and parking lot bumpers.

**C.3.5.2.4.2.4 Fertilizing and Liming.** The Contractor shall apply a commercial-type granular fertilizer and lime on improved areas and regulated facilities areas at application rates and chemical compositions as needed to maintain healthy and growing grass cover. Other areas may need application of fertilizer/lime/amendments to control, repair, or prevent erosion.

**C.3.5.2.4.2.5 Reseeding.** The Contractor shall reseed with grass seed in improved areas and regulated facilities to maintain a healthy and growing vegetative cover. The Contractor shall reseed in all areas as needed to control, repair, or prevent erosion.

**C.3.5.2.4.2.6 Tree/Shrub Maintenance.** In all areas, the Contractor shall provide tree maintenance to prevent interference with pedestrian and vehicular traffic, and structure encroachment. Tree Maintenance includes removing dead, broken, damaged or diseased wood, or structurally weak limbs, branches; removing or pruning branches to clear roofs, adjacent structures, low hanging limbs that encroach onto walks, roadways and parking lots. Further, this task includes removal of (including stumps in improved or semi-improved areas) dead, dying, or otherwise hazardous trees.

**C.3.5.2.4.2.7 Clippings Removal.** The Contractor shall remove or blow off grass clippings and leaves deposited by the mowing operation from sidewalks, concrete porches, building aprons, streets, etc. in all areas. The Contractor will clean/clear sidewalks of animal droppings that become a slip/trip hazard, impact facility cleanliness, or otherwise impact facility ingress/egress.

**C.3.5.2.4.2.8 Soil Erosion Repair.** The Contractor will perform seeding, strawing, topsoil backfill, armoring, and/or application of erosion control matting to repair areas of scalping, dead patches, and areas of evidence of soil erosion occurring in mowed areas. This applies to minor erosion issues of areas of less than 500 square feet. The Contractor will inspect and report areas of erosion that require repair. These areas shall be repaired to eliminate continued erosion and restore healthy grass cover.

#### **C.3.5.2.5 Equipment**

DOE will provide equipment stipulated in **Section J, Attachment J-3, Portsmouth Infrastructure Accountable Property List**. DOE makes no representation that the GFE listed in the attachment is sufficient to accomplish the requirements of the Contract. The Contractor shall provide any equipment required to accomplish the listed work if the Government furnished equipment provided is found to be insufficient to accomplish the job. The Contractor shall be responsible for maintaining all equipment (including government furnished equipment), required to implement the PWS, in accordance with the manufacturer's recommendation for preventive and routine service as well as any required repairs to maintain the equipment in a safe and serviceable condition. The Contractor will be responsible for the replacement of government furnished equipment at the end of its serviceable life.

#### **C.3.5.2.6 Level II Service Orders for Grounds Maintenance**

The Contractor shall perform Level II Service Orders in accordance with the standards and requirements of this Contract. All requirements, standards, and controls under this Contract, that are applicable to PM Level I task(s), remain applicable to Level II Service Order task(s) unless waived by DOE. Unspecified, reoccurring events occur at various locations on site that require limited area and frequency of grounds services to accommodate special events such as: soil characterization, surveys, ceremonies, and public affairs. There will be four (4) special event requests annually, limited to five (5) acres in size, or similar combination thereof.

### **C.3.5.3 Snow and Ice Prevention/Removal**

#### **C.3.5.3.1 General**

The Contractor shall provide de-icing (removal of snow or ice) and anti-icing from facilities, (e.g., entrances, steps, landings, sidewalks, driveways, roadways, parking areas, and handicapped accessibility areas) at PORTS with the exception of areas leased to ACP. This includes facility steps and landings maintained by the D&D contractor and not assigned to the ISS Contractor for maintenance under Section C.3.4.4. De-icing can be accomplished by mechanical means (plowing or scraping) and/or chemical application. Anti-icing can be accomplished by treatment with ice melting chemicals before or during a storm, to prevent or delay the formation of ice, or the adhesion of ice and snow to the surface, providing vehicles and pedestrians safe travel.

All chemicals used shall not damage any DOE surface and shall comply with Federal specifications and local codes. The chemicals shall be approved by DOE prior to the first inclement weather event. The Contractor shall ensure there is an adequate supply of chemicals and sand on site or readily available to cover unexpected snow and ice occurrences. All vehicles and equipment shall be equipped with strobe/flashing lights and with backup alarms to ensure visibility and safety.

The official source for weather information/data is the National Oceanic and Atmospheric Administration. This is the only data related to weather events, to include start time, end time and total accumulation, which will be officially recognized by DOE.

#### **C.3.5.3.2 Requirements**

The Contractor shall respond to suspected accumulation of ice/snow by means of anti-icing and actual accumulations shall be abated by applications of de-icing and removal, to provide secure footing and safe driving conditions.

#### **C.3.5.3.3 Snow and Ice Removal Planning**

The Contractor shall interface with all PORTS contractors to fully coordinate snow and ice removal tailored to support operations. The Contractor shall submit a detailed Snow and Ice Removal Plan (**Deliverable 83**) for review and approval to DOE during the first 90 calendar days after NTP and an updated plan annually by August 30<sup>th</sup>, thereafter. The plan shall include:

- 1) Detailed description of the methodology for sequencing and prioritizing snow and ice removal.
- 2) Detailed description and maps designating priority sequence for roads, parking areas and walkways to facilities:
  - a. Priority 1: Primary routes for ingress and egress onto Portsmouth Site, Perimeter Road, parking lots and walkways to operational facilities (e.g., 24/7 operation).
  - b. Priority 2: Roads leading to, parking lots, and walkways to facilities where the majority of personnel work.
  - c. Priority 3: Major connecting roads, parking lots and walkways to facilities with personnel.
  - d. Priority 4: All other roads and facilities.
- 3) List of equipment required above the list of the equipment on-hand.
- 4) List of material (salt, chemicals) required above the list of material (salt, chemicals) on hand.
- 5) Description of treatment to be used, e.g., chemicals, salt for each road, parking area and walkway.
- 6) Plan for heavy accumulation of snowfall to include:
  - a. Sources for additional personnel required and notification of personnel,
  - b. Sources for additional equipment required,
  - c. Increased frequency of service in response to increased accumulation of snow,
  - d. PORTS shutdown due to heavy accumulation of snow and ice.
- 7) Identification of all site damages to parking lot surfaces, curbs, parking lot light poles, site fencing, sidewalks, curbs, roads, etc. so that all existing deficiencies are identified and corrected before the commencement of snow/ice removal services for the year.
- 8) Concurrence of plan from other site contractors.

#### **C.3.5.3.4 Mechanical Means of Snow Removal**

The Contractor shall use care to avoid damaging all vehicles and to minimize accumulation of plowed snow in the vicinity of the vehicles. The Contractor shall plow in a manner that does not create a safety hazard and does not obstruct streets, parked vehicles, fire hydrants, refuse dumpsters, obstacles (i.e. water valves, radiological areas, etc.), parking lot entrances, exits, or roadway intersections. In the event of an obstacle, the Contractor shall notify the DOE for further instructions.

The Contractor shall push snow to the outer edges of the parking lots. In cases of heavy accumulations of snow and/or consecutive accumulations, the snow shall be removed and relocated from the parking areas

adjacent to facilities if operations are impaired. The Contractor shall not push/stack snow against any wall or building. The Contractor shall ensure that placement of snow is such that it will not create a potential hazard when it melts. The Contractor shall clear areas blocked by vehicles in the overnight hours.

#### **C.3.5.3.5 Equipment**

DOE will provide equipment stipulated in **Section J, Attachment J-3, Portsmouth Infrastructure Accountable Property List**. DOE makes no representation that the GFE listed in the attachment is sufficient to accomplish the requirements of the Contract. The Contractor shall provide any equipment required to accomplish the listed work if the Government furnished equipment provided is found to be insufficient to accomplish the job. The Contractor shall be responsible for maintaining all equipment, including government furnished equipment, required to implement the PWS, in accordance with the manufacturer's recommendation for preventive and routine service as well as any required repairs to maintain the equipment in a safe and serviceable condition. The Contractor will be responsible for the replacement of government furnished equipment at the end of its serviceable life.

#### **C.3.5.3.6 LEVEL I: Snow and Ice Removal**

**C.3.5.3.6.1 Non-Significant Weather Events (Less than 4 hours in continuous duration or 4 inches in total accumulation).** The Contractor shall treat and clear priority areas to maintain safe passage conditions for vehicle and pedestrian traffic. Priority 1, 2, and 3 areas shall be free and clear within 4 hours of the completion of the weather event. Remaining areas shall be cleared within 12 hours.

**C.3.5.3.6.2 Significant Weather Events (More than 4 hours in continuous duration or 4 inches in total accumulation).** The Contractor shall treat and clear priority areas to maintain safe passage conditions for vehicle and pedestrian traffic. Priority 1, 2, and 3 areas shall be free and clear within 8 hours of the completion of the weather event. Remaining areas shall be cleared within 16 hours.

#### **C.3.5.3.7 Level II: Service Orders**

Upon notification through the issuance of a Level II service request, the Contractor shall perform priority requests for snow and ice removal. These services may be required to be performed outside normal duty hours

#### **C.3.5.4 Pest Control Services**

##### **C.3.5.4.1 General**

The Contractor shall conduct pest control activities utilizing integrated pest management (IPM) techniques for all assigned grounds areas designated in **Attachment J-8.C.2.1, Listing of Facilities Responsibility Matrix**. The D&D contractor will perform pest control services within all interior facilities (and the immediate building perimeter), including buildings and trailers assigned to, maintained by, or cleaned by the ISS Contractor.

##### **C.3.5.4.2 Certification**

The Contractor shall comply with the requirements of the State of Ohio in providing pest control services. All work shall be performed by certified individuals, and in accordance with federal, state, local, and installation laws and regulations. Evidence of such permits and licenses shall be provided to DOE within 90 calendar days after NTP.

#### **C.3.5.4.3 Records**

The Contractor shall maintain records of all pest control operations, both chemical and nonchemical, including surveillance. Records shall be made available upon request for inspection.

#### **C.3.5.4.4 Materials**

All pesticides used by the Contractor shall be registered with the EPA for the use intended. Labels and material safety data sheets for each pesticide proposed to be used shall be submitted to DOE for approval prior to use (**Deliverable 86**). Approvals may be limited to specific pests/sites. Proposed changes in approved pesticide usage shall be submitted to DOE for approval at least fourteen (14) calendar days in advance of the anticipated use.

- a) All pesticide usage shall be in strict conformance with label directions. The Contractor shall maintain a label book of pesticides used, and have it readily available for DOE's inspection at all times.
- b) All pesticides, rinse water, and containers shall be disposed of in accordance with label directions. Pesticides, rinse water, and containers shall not be disposed of on the Portsmouth Site.
- c) Pesticide spills shall be cleaned, decontaminated, and reported to DOE as required by the WSHP and applicable environmental standards.

#### **C.3.5.4.5 Pest Control Services**

- 1) The Contractor shall develop and implement an integrated pest management approach to prevent pests and disease vectors from causing unacceptable damage to operations, personnel, property, or material, using targeted, sustainable methods and ensuring compliance with all other applicable Contractor programs to include, but not limited to the ISM System, ESH&Q programs. Pest control will be limited to exterior areas impacting safe operations of facilities, roads/traffic, and/or field operations.
- 2) Treatment. The Contractor shall provide pest control services for the control of ticks, chiggers, ants, wasps, spiders, mice, rats, and any other pest. Services shall be provided at assigned grounds areas and as frequently as required to maintain the acceptable level of control.

Examples of work activities include pest treatment for discovery of infestations/nests or pest that need immediate attention for the control of wasps, ticks, etc. impacting personnel near buildings, portals, or effective completion of field work. Treatment/mitigation to eliminate swarming/biting insects impacting personnel safety engaged in field work, to eliminate excessive occurrence of biting insects impacting personnel entering and exiting buildings for work activities or personnel engaged in maintenance of facilities.

- 3) Removal. The Contractor shall provide the removal of nuisance animals (e.g., skunks, opossums, snakes, groundhogs, cats, and dogs). The Contractor shall remove all dead or dying rodents or other animals, as needed. The Contractor shall coordinate these efforts and abide by all applicable requirements contained within the ISM System and ESH&Q programs. Examples of work activities include trapping and removal of groundhogs damaging landfill caps, feral cats/dogs, rodents, and raccoons impacting road safety or ingress/egress of facility occupants.

## C.3.6 RECORDS MANAGEMENT AND DOCUMENT CONTROL

### C.3.6.1 General

The work activities in this section pertain to establishing and implementing a records management program for managing the historical records collection (see **Attachment J-8.C.3.6.1, *Records Management Program Description***, and Section C.3.6.5.7, Historical Records) and newly generated/received records in all formats, including early capture and control throughout their life cycle. The Contractor shall ensure newly generated/received records are authentic, reliable, and usable and ensure they remain so for the length of their authorized retention period. This includes web content and other media used for official business resulting in the creation/receipt of agency records.

### C.3.6.2 Requirement

All records shall be managed in accordance with all prescribed laws, regulations, directives and processes to ensure adequate and proper documentation of the organizations, missions, functions, policies and decisions made under this Contract.

### C.3.6.3 Records Management Program

The Contractor shall serve as the Portsmouth Site-wide Records Custodian and shall manage all records (regardless of media) generated/received in the performance of the Contract, including records obtained from a predecessor contractor (historical records maintained on-site and at Federal Records Centers (FRC)) (see Section C.3.6.5.7 for historical records), and the D&D contractor in accordance with **44 U.S.C. 21; 44 U.S.C. 29; 44 U.S.C. 31; 44 U.S.C. 33; 44 U.S.C. 36; 36 CFR Chapter XII, Subchapter B, *Records Management*; DOE O 243.1, *Records Management Program, Transition to Electronic Records Directive (M-19-21)***, and any other DOE requirements as directed by the CO. The Contractor shall be responsible for records management and document control in support of its operation, which includes records obtained from other contractors, and the historical record collections stored on-site and at the FRC. FRC locations are currently Dayton, Ohio (including Knightsbridge), Chicago, Illinois, and may also include Suitland, Maryland.

All records subject to the management of the Contractor (e.g., records in support of its operation), are to be inventoried, scheduled and dispositioned in accordance with Federal laws, regulations, DOE Directives, and an approved Records Management Plan. The Records Management (**Deliverable 91**) shall be submitted to DOE for approval within 60 calendar days of the NTP, and updated thereafter when changes occur. This Records Management Plan must include the newly generated/received records by the Contractor, management of historical records, and include programmatic and integration requirements for records generated by DOE and other contractors.

The Contractor's Monthly Progress Report (see Section C.2.4.1) shall include detailed report documenting number of employees/subcontractors receiving records management training; report by type of training; and percent complete based on employee totals at month end.

#### C.3.6.3.1 Electronic Records Management System (ERMS)

The Contractor shall develop and implement records management controls to ensure that the identification, maintenance and disposition of all records (regardless of media), including electronic and email, are

managed utilizing an ERMS (Documentum or equivalent) in accordance with Federal and DOE requirements and guidelines for all records, including historical records and those received from DOE and other contractors/subcontractors.

The Contractor shall develop and implement a process to ensure electronic records submitted to Records Management have been scanned to meet National Archives and Records Administration (NARA) requirements, including those listed in **Attachment J-8.C.3.6.5, *Selected NARA Requirements***, and a DOE approved Image Quality Statistical Sampling Plan that is based on an industry standard (**Deliverable 92**). The Contractor can utilize an existing approved process or will validate at 100 percent until an approved process is in place. All records (regardless of media) must be scheduled, arranged, and cutoff by collections (e.g., case file, project, chronologically, numerically, alphabetically, etc.) for proper disposition in accordance with the NARA-approved DOE Records Disposition Schedules. The Contractor shall provide a web search capability for the ERMS to allow record searches. This search capability shall be made available to DOE and other contractors as authorized by DOE. The ERMS software licenses for the Portsmouth Site are purchased as cost reimbursable in accordance with C.4.4 Software Licenses.

The Contractor's Monthly Progress Report (see Section C.2.4.1) shall include:

- 1) Detailed report of monthly ERMS statistics to include, but not limited to the number of folders, records (classified and unclassified), record types (email, electronic, photographs, paper, etc.) and quality assurance records that have been imported into the ERMS by DOE Records Disposition Schedule and number of users.
- 2) Detailed report documenting the volume of records reviewed, number of pages, issues/errors found and error rate.
- 3) Detailed report documenting the volume of records imported into ERMS (Documentum or Equivalent), number of pages, issues/errors found and error rate.

#### **C.3.6.3.2 Audiovisual Records**

The Contractor shall implement records management requirements for the creation, maintenance and storage of audiovisual records in accordance with **36 CFR § 1237 and 36 CFR § 1235.42** and any updated NARA requirements/guidance.

#### **C.3.6.3.3 Vital Records Program**

The Contractor shall develop and implement a vital (essential) records plan, including a vital (essential) records inventory in accordance with **36 CFR § 1223, *Managing Vital Records***, and **DOE O 243.1, *Records Management Program* (Deliverable 94)**.

#### **C.3.6.3.4 Records Ownership**

Except for those defined as Contractor-owned (in accordance with **DEAR 970.5204-3, *Access to and Ownership of Records***, see **Section I**), all records (see **44 U.S.C. 3301** for the statutory definition of a record) acquired or generated by the Contractor (and subcontractors) in the performance of this Contract including, but not limited to, records from a predecessor contractor (if applicable) and records described by the Contract as being maintained in Privacy Act Systems of Record shall be the property of the Government.

#### **C.3.6.4 Creation/Receipt**

The Contractor shall develop and implement site-wide recordkeeping requirements that reflect adequate and proper documentation of all contractor (and subcontractor) records generated / received (regardless of media) in the performance of their contracts as required by Federal regulations found in **36 CFR, Subchapter B, Records Management**.

Monthly and annual recurring reporting requirements for the records creation/receipt are defined in **Section J, Attachment J-13, Invoice Performance Report and Annual Data Report Recurring Reports**.

#### **C.3.6.4.1 Electronic Information Systems**

The Contractor shall manage records contained in electronic information systems (EIS) by incorporating recordkeeping controls into the system or export the records into the current ERMS (Documentum or equivalent) in accordance with **36 CFR Part 1236, Electronic Records Management**. The Contractor shall design and implement migration strategies to counteract hardware and software dependencies of electronic records whenever the records must be maintained and used beyond the life of the information system in which the records are originally created and captured. The Contractor shall provide a list of all EIS' to DOE annually utilizing the format provided by DOE (**Deliverable 95**), including Contractor-owned records.

#### **C.3.6.4.2 Inventory and File Plan**

The Contractor shall develop and maintain up-to-date site-wide inventories, site-wide file plan and systems that provide for the identification, location, arrangement, assignment of disposition authority, and retrieval of all categories (record series) of records created and received (**Deliverable 93**). These inventories and file piles shall include the Contractor's inventories and file plans and incorporate the other Contractors' inventories and file plans such that there is an all-inclusive site inventory.

#### **C.3.6.5 Maintenance/Use**

The Contractor shall maintain and preserve all records, including the historical records collection (paper and electronic) stored on-site, at the FRC and in Documentum. Other entities on the site such as the D&D contractor and DOE (including DOE's TSS contractor) will forward records to the Contractor for processing (validate/verify appropriate DOE Records Disposition Schedule has been made, importing into the ERMS, etc.). Records submitted by site contractors and their subcontractors shall be scheduled, scanned, pages rotated correctly, properly apply security markings, ensure scanned image is applied, clear and legible, and meets the NARA requirements listed in **Attachment J-8.C.3.6.5, Selected NARA Requirements**. Records obtained from DOE are incoming and outgoing correspondence and shall be scheduled as a letter log, and processed into electronic format and stored in the ERMS. The Contractor shall be responsible for receipt (including reviewing documents for meeting electronic storage requirements), schedule verification/validation, importing into ERMS, storage/preservation, indexing (paper, when approved), retrieval, copying, and final turnover to DOE.

Monthly and annual recurring reporting requirements for the records maintenance are defined in **Section J, Attachment J-13, IPR and ADR Recurring Reports**.

#### **C.3.6.5.1 Quality Assurance Records**

The Contractor shall ensure records identified as Quality Assurance records under and approved consensus standard are categorized (lifetime/non-permanent); managed in accordance with and approved consensus standard; and are maintained for traceability to the applicable item, activity or facility.

#### **C.3.6.5.2 Privacy Act Records**

The Contractor shall ensure records that contain personal information retrieved by name, or another personal identifier are maintained in Privacy Act Systems of Records, in accordance with **Federal Acquisition Regulation (FAR) 52.224-2, *Privacy Act***, and **DOE O 206.1, *DOE Privacy Program***.

#### **C.3.6.5.3 Classified Records**

The Contractor shall protect and handle classified information and critical information in accordance with applicable laws, regulations, policies, and directives. Classified documents may be processed electronically so long as the computer systems meet all classified security requirements. Until the required computer systems are available to copy, log, process, transmit, and/or store classified documents, they shall be processed as hard copy. See Section C.3.2, Safeguards and Security.

#### **C.3.6.5.4 Records Requests**

The Contractor shall respond to records management data calls (**Deliverable 96**) by NARA and DOE as requested and process record requests for the FOIA, the Privacy Act, the former worker medical screening program, the Chronic Beryllium Disease Prevention Program, congressional inquiries, legal discoveries and other record requests (e.g., training, personnel, exposure, project, incident reports, visitor logs, etc.). The Contractor shall respond to FOIA requests within 20 business days, Privacy Act requests within 10 business days, litigation requests within 5 business days, and DOE requests within 2 business days.

#### **C.3.6.5.5 Administrative Records and Information Repository**

The Contractor shall maintain the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) and Resource Conservation and Recovery Act (RCRA) Administrative Records (AR), Administrative Records Files (ARF), and Post-Decision (PD) ARFs in accordance with **CERCLA, as amended by the Superfund Amendments and Reauthorization Act of 1986, 42 U.S.C. 9601, et. seq.**, Environmental Protection Agency guidance for CERCLA Response Actions and **40 CFR Part 300, *National Oil and Hazardous Substances Pollution Contingency Plan***, and the **Hazardous and Solid Waste Amendments Act of 1984, 42 U.S.C. 6901, et. seq.** The ARs are compilations of all documents that are considered or relied on when response-action decisions are made. Public participation in the development of the AR is required by law. Materials that are typically part of the project record and that have been identified for inclusion in the AR(s) and ARF(s) shall be duplicated in their entirety for both the project record and the AR(s). The Contractor shall maintain the AR current and accessible to the public via the internet. If redactions are needed for placement on the website, both the original and redacted versions must be maintained. The Information Repository (Section 117(d)) is a collection of copies of all the information related to a response action (i.e., a remedial or removal action) that has been made available to the public, see Section C.3.8, Environmental Information Center (EIC).

The Contractor shall submit CERCLA and RCRA ARF Quarterly Indices to DOE for information (**Deliverable 97**).

#### **C.3.6.5.6 Contaminated Records**

The Contractor shall develop and implement a plan to incorporate the processing of newly generated and historical records from potentially contaminated areas and those stored in the Records vault into the WSHP and RPP to ensure the prompt transfer of records to the records vault and/or release for storage at an FRC/NARA. Contaminated records, depending on retention period, can be reproduced to allow for retention

of the copy as the “record” and destruction of the contaminated copy. This should be included in the Records Disposition Plan (**Deliverable 100**).

The Contractor shall provide a six month forecast schedule of health physics/radiologic survey support needs to the D&D contractor with copy supplied to DOE (**Deliverable 98**).

#### C.3.6.5.7 Historical Records

The Contractor shall ensure historical records, regardless of media, are stored appropriately in accordance with federal laws and DOE regulations for proper preservation and efficient retrieval. The Contractor shall manage the finding aids for all records stored at the FRC and NARA to ensure they are utilized when performing record searches. Historical paper records (including photographs/negatives) stored in the X-720 vault, and records abandoned in the various parts of the plants shall be organized, scheduled, indexed, boxed and dispositioned in paper or current format. The Contractor shall process the following records volumes as specified below.

Historic Records	Location	Volume	Duration
Historic paper records	X-720	9,200 cubic feet	30% reduction within 24 months 100% Reduction within period of performance
Microfiche and Aperature cards	X-720	1,000,000 records	30% reduction within 24 months 100% Reduction within period of performance
Photographs	X-720	165 cubic feet	Disposition completed within 24 months
Video Tapes180	X-720	180 cubic feet	Disposition completed within 24 months
DVD's	X-720	6 cubic feet	Disposition completed within 24 months
Slides/Reels	X-720	4 cubic feet	Disposition completed within 24 months
Cassette Tapes	X-720	2 cubic feet	Disposition completed within 24 months
Paper (Contaminated)	X-720	12 cubic ft.	Disposition completed within 12 months
Electronic Videos	X-720	4 TB	30% reduction within the contract period of performance
E-Mail Volume (unscheduled)	Servers	8.74 TB (5,857 files) of PSTs; 1.63 TB (2,708 mailboxes) of email	30% reduction within the contract period of performance
Legacy USEC turnover	Servers	458 GB (390,969 documents)	30% reduction within the contract period of performance
Legacy ISS turnover	Servers	9.2 GB (24,875 documents)	30% reduction within the contract period of performance

The Contractor’s Monthly Progress Report (see Section C.2.4.1) shall include a detailed report on monthly statistics documenting annual progress for the above record types.

#### C.3.6.6 Records Disposition

The Contractor shall develop and implement a Records Disposition Plan, which shall include processing records to storage (e.g., on-site, FRC) and the destruction process for records and information content. The Contractor shall disposition all records including historical/legacy records in accordance with the NARA-approved DOE Records Disposition Schedules and applicable federal laws and regulations. Disposition activities include scanning to electronic (permanent to NARA), transferring of paper records to an FRC, maintain electronically

in an ERMS, and/or destroy once retention has been met and proper approvals obtained. In addition, the Contractor shall:

- Ensure proper DOE Records Disposition Schedule assigned, box, index, complete transfer paperwork, and obtain DOE RMFO approval prior to sending transfer paperwork and/or shipping inactive temporary records to a FRC and/or permanent records to the NARA.
- Complete destruction certificate and submit to DOE RMFO for review and obtaining DOE Legal approvals prior to destruction.

The Contractor's Monthly Progress Report (see Section C.2.4.1) shall include a detailed report on monthly statistics on records disposition activities to include, but limited to, records transferred to the FRC/NARA, records eligible for destruction, and number of boxes destroyed.

### **C.3.6.7 Document Control**

The Contractor shall develop, implement and maintain sound document control systems and processes ensuring efficient tracking, retrieval, revision control and distribution of documents, including drawings.

The Contractor's Monthly Progress Report (see Section C.2.4.1) shall include a detailed report on document control activities to include, but limited to, new documents, revisions, and retrievals by record type.

### **C.3.7 MAIL, SHIPPING AND RECEIVING SERVICES**

The Contractor shall be responsible for mail and classified mail services (pick-up and delivery, twice daily) from the local U.S. Post Office(s) and providing an on-site central location (X-720) for U.S. Postal and inter-company mail pick-up and drop-off for DOE, TSS, and D&D contractors and subcontractors. Each contractor (DOE, TSS, D&D contractor) is responsible for obtaining its respective mail and distribution of such mail from this central location. The Contractor is responsible for outgoing U.S. Mail postage/stamps for themselves and DOE. All other site contractors (TSS & D&D) will be responsible for their own outgoing U.S. Mail postage/stamps. The Contractor is responsible for any premium mailing or package services, such as Federal Express, UPS, etc. for themselves and DOE. All other site contractors (TSS & D&D) will be responsible for their own premium mailing or package services, such as Federal Express, UPS, etc. Certified mail will be tracked to ensure document delivery to intended recipient.

### **C.3.8 ENVIRONMENTAL INFORMATION CENTER (EIC) OPERATIONS**

The DOE EIC for PORTS located at Portsmouth Gaseous Diffusion Plant, (DOE Environmental Information Center, Ohio State University, Endeavor Center, 1862 Shyville Road, Room 207, Piketon, OH 45661) houses the CERCLA/DFE&O and RCRA/Consent Decree ARs, ARFs, and PD ARFs, hereinafter referred to as the AR, which are files for public use. The DFE&O is the *The April 13, 2010 Director's Final Findings and Orders for Removal Action and Remedial Investigation and Feasibility Study and Remedial Design and Remedial Action, including the July 16, 2012 Modification thereto*. Along with the AR, the EIC also houses an Information Repository, which contains general material regarding Portsmouth Site environmental cleanup efforts. The Contractor shall submit Information Repository Quarterly Indices to DOE (**Deliverable 97**).

The Contractor shall staff the EIC such that it shall be accessible to the public from the hours of Monday and Tuesday, 9:00 – 12:00AM, Wednesday, and Thursday, 12:00 – 4:00PM, and Friday closed. If needed, after-hour appointments shall be reasonably available.

The Contractor shall develop, manage, and maintain the DOE EIC Online Document Repository. DOE will ensure that documents from other site contractors for inclusion in the EIC are provided. The Contractor shall transfer the records to a searchable electronic system, which shall be accessible on the internet by the general public. The EIC provides access to the electronic files in the ARs, ARFs, PD ARFs, and Information Repository. The EIC also stores a hard copy of selected documents, which are not available on this website. The Contractor shall provide the following EIC features:

- Americans with Disabilities Act Accessibility Compliance
- Free Copies of Documents to the public (Note: Some charges and restrictions may apply based on total volume.)
- Public Use Reading Room
- Public Use Computer Systems
- Public Website Accessibility to EIC Electronic Documents
- Public Searchable Document Index

### C.3.9 TRAINING SERVICES

#### C.3.9.1 General

The Contractor shall provide specified general access training courses for personnel at PORTS, including the D&D contractor personnel, DOE personnel, TSS, and site visitors, as needed (see **Attachment J-8.C.3.9, Training Courses and Workload Data**).

#### C.3.9.2 Requirement

The Contractor shall provide the delivery of the training courses listed in **Attachment J-8.C.3.9, Training Courses and Workload Data**. **Attachment J-8.C.3.9, Training Courses and Workload Data** also provides a historical summary of the training provided by the Contractor to all site contractors.

The Contractor shall develop, maintain, and implement a training program (computer based and instructor led in classroom), develop a training schedule, update and document necessary databases and systems related to the training program, notify personnel of training needs, maintain training schedules, and provide site access training qualification records and cards. The D&D contractor tracks training needs for its personnel, DOE, and the TSS contractor. All other site contractors are responsible for tracking training for their personnel. The Contractor shall submit the course content and training schedule to DOE for approval within 60 calendar days of the NTP and semiannually thereafter (**Deliverable 101**). The Contractor is encouraged to utilize the DOE National Training Center training resources, where appropriate per the Section H clause, **Department of Energy National Training Center**. The Contractor shall be responsible for providing all equipment, displays, material, training devices, and mock-ups needed for the provision of these services, with the exception of GFE, Section J, Attachment J-3.

DOE will provide the existing Computer Based Training modules to assist in the establishment of the training program.

Each contractor at PORTS is responsible for providing additional training services specific for their work scope.

#### **C.3.9.3 Conduct of Training**

The Contractor shall provide the training courses to ensure compliance with applicable environmental health and safety laws and regulations. Training classes shall be coordinated with the recipient contractor and tailored to site specific work activities to ensure specific site policies, equipment, and practices utilized in the field are utilized/addressed in training content and/or practical. Furthermore, training program reciprocity/facility access between site contractors is required. The Contractor shall coordinate with other site contractors to consolidate training modules, where practicable. The Contractor shall review course content semiannually, and revise/update as necessary to meet current requirements and site conditions.

#### **C.3.9.4 Service**

The Contractor shall develop a training schedule for site-specific courses listed in Section C.3.9.2, Requirement. The training courses shall be scheduled throughout the year. The Contractor shall be responsible for coordinating with the other site contractors to ensure the appropriate and required training services are available to maintain compliance with general site access. The Contractor shall monitor the status of training and notify individuals of pending training needs within 30 calendar days prior to expiration of requisite training certifications (with exception of D&D contractor, TSS contractor, DUF<sub>6</sub>, and DOE personnel). The Contractor shall, for those individuals not completing the requisite training by the required completion date, provide a notice of training non-compliance to the individual's company/contact stating the person has not completed the requisite training and is to be placed on restrictions from general site access.

#### **C.3.10 RESERVED**

#### **C.3.11 ENERGY EMPLOYEES OCCUPATIONAL ILLNESS COMPENSATION PROGRAM ACT**

The work scope under this section falls under the labor hour CLINs. Minimum labor qualifications for the EEOICPA Records Technician and EEOICPA Derivative Classifier are identified in **Section J, Attachment J-8.C.3.11 Minimum Qualifications for Labor Hour CLINs**.

The EEOICPA establishes a program to provide compensation to current and former employees of the DOE, its contractors and subcontractors, companies that provided beryllium to DOE, and atomic weapons employers. Under EEOICPA, the DOE has a requirement to verify employment histories, provide medical records, and provide radiation dose records and other information pertinent to National Institute for Occupational Safety and Health (NIOSH) radiation dose reconstruction and Department of Labor (DOL) Subtitle B and Subtitle E case preparation for anyone who applies for compensation under EEOICPA.

The Contractor shall establish a program and respond to the requirements of the EEOICPA for all employees the Contractor may have records for. The activities shall include:

- 1) Perform the work necessary to complete EE-5 Employment Verification Forms requested by DOL for the EEOICPA Subtitle B program.

- 2) Perform the work necessary to provide personnel exposure information requested by NIOSH as part of the EEOICPA Subtitle B program:
  - a) Research and retrieve records needed to complete claims forms;
  - b) If necessary, work with corporate entities or unions to verify employment of former site workers;
  - c) Provide visitor personnel exposure or information requested;
  - d) Complete declassification, as needed, of records required for the processing of claims forms;
  - e) Complete and sign off on all necessary claims forms associated with the request; and
  - f) Return completed forms and records requested to NIOSH through the DOE Secure Electronic Records Transfer (SERT) system.
- 3) Perform the work necessary to complete Document Acquisition Requests (DARs) submitted by DOL as part of the EEOICPA Subtitle E program:
  - a) Research and retrieve records needed to complete claims forms;
  - b) If necessary, work with corporate entities or unions to verify employment of former site workers;
  - c) Complete declassification, as needed, of records required for the processing of claims;
  - d) Complete and sign off on all necessary claims forms associated with the request; and
  - e) Return completed forms and records requested to DOL through the DOE SERT system.
- 4) Perform the work necessary to provide records requested by NIOSH or DOL as part of a site characterization or other special project under the EEOICPA program:
  - a) Complete declassification, as needed, of records requested by NIOSH or DOL for site characterization research projects; and
  - b) Coordinate all work with the site EEOICPA POC and the Office of Worker Screening and Compensation Support (AU-14) as applicable.
- 5) The Contractor shall respond to any other inquiries and perform special projects as required by the EEOICPA and approved by the Office of Worker Screening and Compensation Support (AU-14).
- 6) Perform other necessary EEOICPA related records work, as needed.
- 7) Maintain and appropriately arrange EEOICPA case files on all claims processed and ensure they are properly scheduled in accordance with the NARA-approved DOE Records Disposition Schedules.
- 8) Maintain local records to track the activities under EEOICPA and submit monthly financial reports through the DOE SERT system (**Deliverable 102**).

The response time for tasks (1) through (3) is 60 calendar days from receipt of request (**Deliverable 102**). The Contractor shall comply with the requirements of Section 3.2, Safeguards and Security, and C.3.6, Records Management and Document Control, for the review and release of all records.

When directed by the DOE, the Contractor shall not contest a state workers' compensation claim or award determined to be valid pursuant to Subtitle D of the EEOICPA.

The Office of Former Worker Screening Programs has developed a list of records that are essential for DOE to fulfill its role under EEOICPA and the Former Worker Medical Screening Program. This list is not all inclusive but should provide enough information for the Contractor to understand the types of records, including those under the Privacy Act Systems of Records that are needed by the Government. Also included are records requirements to ensure records preservation.

Following is a list of records used to process Subtitle B (Employment Verification, NIOSH) and Subtitle E (Toxic Exposure) EEOICPA Claims. A subset of these records is also used in implementing the Former Worker

Medical Screening Program. All of the following could be 'active' or 'inactive' records. They also may be in different media forms (i.e., paper, electronic, databases, microfiche, etc.).

#### Employment Records

- Employment Personnel Files
- Personnel Action Forms
- Employee Position Descriptions
- Job Assignment Outlines
- Performance Appraisals / Annual Reviews
- Job Acceptance Notices
- Termination Notices
- Human Resources Personnel Databases
- Personnel Security Badges
- Personnel Security Badging Databases
- Training Records / Training Records Database (rare use...if nothing else available)
- Job position descriptions

#### Project Records (For Projects involving Radiation/Hazardous Materials)

- Contracts
- Project Reports
- Hazard Assessments
- Monitoring Data
- Project Close Out Records

#### Environmental Records

- Site ASER/Annual Environmental Reports
- Environmental Monitoring Databases

#### Contractor Close-out Records

- Due Diligence Reports/Records

#### Dose Exposure Records

- Annual Summary Dose Reports
- Locator Cards (indicating dates, location and contractor/subcontractor of dosimeter assigned)
- Daily Area Exposure Reports
- Quarterly Area Exposure Reports Whole Body Reports
- Urinalysis Reports
- Bioassay Results
- Radiological & Environmental Sciences Lab Reports (by month)
- Visitor Dosimetry Badging Reports
- Incident / Accident Reports
- Various Radiological Control Databases
- Various Indexed Details Databases

#### Medical Records

- Occupational Medical Files
- Incident / Accident Reports
- X-Ray Reports
- General Physicals
- Various Lab Work Results
- Notice of Injuries
- Notice of Return to Work
- Letters to/from Physicians
- Occupational Medical Databases
- Worker's Comp Files / Database

#### Toxic Exposure Records

- Industrial Hygiene Sampling Data
- Industrial Hygiene Hazard Assessments
- Industrial Hygiene Databases
- Safety Reports
- Site-Developed Area Descriptions and Associated Hazards
- Site-Developed Job Descriptions and Associated Hazards

#### Facility Records

- Facility Maps, Building Maps/Floor Plans/drawings
- Facility Descriptions
- Facility Based Hazard Assessment/Inventory Records/Databases
- Facility Monitoring Records/Databases
- Facility Safety Analysis Reports
- Facility/Building Close Out Records
- Annual and/or monthly summary reports of production, safety, operation events, incidents, accomplishments relevant to exposures for a period of time).

Records must be managed in accordance with **36 CFR §, Subchapter B, *Records Management***; in particular:

- Because of their intrinsic value, best practices to preserve information and records shall be used when records are transferred from one organization or contractor to another. Comprehensive inventories, indexes, finding aids, databases, and other related information are to be transferred to the new custodian of the records.
- As directed by DOE, all Federal records in the possession of the Contractor shall be transferred to an approved storage facility or as directed by DOE. This facility may be a NARA records storage facility, a DOE records storage facility or site, or a commercial records storage facility.
- The original records or best available copies are to be provided. If copies rather than original documents are transferred, the Contractor shall provide documents that are legible and reproducible.

### **C.3.12 CYBER SECURITY, COMPUTING, AND INFORMATION TECHNOLOGY (IT)**

The work scope under this section falls under the labor hour CLINs. Minimum labor qualifications for the labor categories associated with this scope are identified in **Attachment J-8.C.3.11, *Minimum Labor Qualifications for Labor Hour CLINs***. The Contractor shall submit a Computing and IT Staffing Plan within 30 days of NTP to DOE for approval (**Deliverable 103**). The staffing for these services will be cost reimbursable plus fixed fee. The plan must be resubmitted for approval whenever the Contractor proposal staffing level changes.

Replacement of equipment associated with this scope of work will be in accordance with Section C.4.2 Replacement of Government Furnished Property. Any software purchases will be in accordance with Section C.4.4 Software Licenses.

### **C.3.12.1 Cyber Security**

#### **C.3.12.1.1 General**

The Contractor shall manage IT resources in accordance with the PPPO cyber security program aligned with the National Institute of Standards and Technology (NIST) Risk Management Framework. Information systems in-scope include unclassified general support systems, industrial control systems (including, but not limited to North American Electric Reliability Corporation (NERC) regulated Bulk Electric System (BES) Cyber System and Physical Access Control System at Portsmouth), and major applications. National Security Systems processing classified information are not in-scope. The Contractor shall seamlessly integrate and implement cyber security programmatic and technical controls into work processes and products supporting mission objectives, ensuring minimal impact to operations and that cyber security-related risk incurred by DOE is maintained at acceptable levels, as determined by the Authorizing Official.

#### **C.3.12.1.2 Requirements**

The Contractor shall comply with the cyber security requirements specified in **DOE O 205.1 *DOE Cyber Security Program***, and applicable Cyber Security Program Plans (CSPP). In fulfilling requirements, the most current, approved versions of NIST Special Publications (SP), Federal Information Processing Standards Publications, and other applicable requirements documents shall be used.

For PPPO Portsmouth, the site is a NERC Registered Transmission Owner and Operator and subject to regulation and audit under Critical Infrastructure Protection (CIP) Standards CIP-002 through CIP-011 for its BES Cyber System and associated cyber assets including Supervisory Control and Data Acquisition (SCADA) and Physical Access Control Systems (PACS) to ensure the reliable operability of the BES. The Portsmouth D&D Contractor maintains and operates the site electrical infrastructure with support from the ISS Contractor for Cyber Security.

In close coordination with federal and contractor staff, the Contractor shall implement the CSPP directed by DOE that is aligned with DOE mission objectives, serving as the framework for how the cyber security program manages risk incurred by DOE from the operation of information systems. This CSPP is developed and maintained by the Paducah ISS Contractor.

#### **C.3.12.1.3 Incident Handling Coordination and Reporting**

All cyber security-related incident handling activities will be coordinated with the PPPO Federal Office prior to reporting to the Integrated Joint Cybersecurity Coordination Center. All cyber security-related incidents will be reported to the PPPO Federal Office to ensure de-confliction, intelligence sharing, and public relations activities can be executed to protect the interests of DOE and the Contractor (and its subcontractors). DOE understands that not all information system intrusions can be prevented, and the

Contractor will not be penalized for their occurrence and subsequent reporting, except where some form of liability is found to be a factor (i.e., negligence).

The Contractor's recurring IPR and ADR (see Sections C.2.1.1, C.2.1.2, and **Attachment J-13, IPR and ADR Recurring Reports**) shall include a summary description of Cyber Security Incidents.

#### **C.3.12.1.4 Corporate Requirements**

The Contractor's corporate information system(s) (both on-site and off-site as applicable) and those of its subcontractors used to support DOE mission objectives or process DOE data shall comply with the "basic" and "derived" security requirements identified in **NIST SP 800-171 Protecting Controlled Unclassified Information in Nonfederal Information Systems and Organizations**. The Contractor shall submit annually to DOE a self-assessment documenting the compliance status with these requirements. In addition, a risk assessment shall be completed for any deficiencies in security controls posing a high risk to DOE and submitted to DOE within a period no greater than 30 calendar days after discovery. Initial notification of non-compliance shall be sent to DOE no greater than 5 calendar days after discovery. The Contractor shall report to DOE all significant attempts or successful intrusions into corporate networks (both of internal and external nexus) under its direct control and that of its subcontractors.

### **C.3.12.2 IT Support and Management**

#### **C.3.12.2.1 General**

The Contractor shall provide information technology (IT) support and management services at Portsmouth, including at the JIC. The Contractor shall provide personnel with the qualifications, technical knowledge, experience and skills required for efficient operation of IT support and management services. The Contractor's computing and telecommunications systems shall be compatible with the computing and telecommunications systems utilized by DOE. As a component of the General Support System, the systems will be maintained in a manner consistent with applicable IT and cyber security requirements. The Contractor shall develop and continue to support the development and implementation of a comprehensive future vision/endstate for communication and IT infrastructure optimization and consolidation plan(s) consistent with D&D activities on the site (see **Section J, Attachment J-4, List of Deliverables**). Cyber Security services will be furnished to the ISS Contractor through the Paducah ISS Contract (see **Section J, Attachment J-8.C.3.3.1, Information Technology Service Matrix**).

The Contractor's Monthly Progress Report (see Section C.2.4.1) shall include:

- 1) A detailed report of Helpdesk Tickets (open, closed, average response time); and
- 2) A detailed report of site software and system licenses.

#### **C.3.12.2.2 Requirements**

The Contractor shall provide IT support and management services to ensure IT requirements are met through effective utilization of intranet, enterprise applications, and local systems and applications in a secure environment with minimal interruptions. IT support and management services performed under this Contract shall be provided at the performance standard identified here and in **Section J, Attachment J-11, Quality Assurance Surveillance Plan**, to maintain availability of systems, applications, and data. (See **Attachment J-8.C.3.12.1, Information Technology System, Application Inventory, & Workload History**).

#### **C.3.12.2.3 Intranet.**

The Contractor shall provide intranet management and support services to ensure functional requirements of network users are met through effective utilization of resources and available IT facilities. The Contractor shall operation and maintain both the GSS and NSS Networks. (See **Attachment J-8.C.3.12.1, Information Technology System, Application Inventory, & Workload History**)

#### **C.3.12.2.4 Hardware.**

The Contractor shall provide equipment repair and/or replacement (computer hardware and utility software) and services to the D&D contractor and subcontractor onsite network users consistent with **Attachment J-8.C.3.3.1, Information Technology Service Matrix** and **Attachment J-8.C.3.12.1, Information Technology System, Application Inventory, & Workload History**.

The Contractor shall submit an annual IT Equipment Management Plan by June 1 each year (**Deliverable 107**) that includes a complete listing of all IT network and individual computing equipment and will include an upgrade, replacement recommendation and schedule. This plan also will address any wireless or hard-wired network recommendations to maintain optimum functionality for the Portsmouth Site. This plan will make recommendations based on equipment age, functionality, emerging core software version changes, facility changes, and personnel work locations. This plan will be used for annually budgeting cost reimbursable IT equipment. The Contractor must provide cost effective recommendations that correlate to overall site IT strategy.

#### **C.3.12.2.5 Work Packages.**

The Contractor shall interface with the other site contractors and their subcontractors to ensure that system configuration and compatibility with all Portsmouth Site services and systems is maintained. The Contractor shall review and approve work packages and design/configuration plans for system changes/alterations developed by the other site contractors. Consistent with Section C.3.3.1 Cyber Security, the Contractor shall perform needed risk assessments involved in changes/alterations performed by the other site contractors.

#### **C.3.12.2.6 Network File Storage.**

The Contractor shall provide and manage network file storage to ensure sufficient capacities are allocated to user organizations. (See **Attachment J-8.C.3.12.1, Information Technology System, Application Inventory, & Workload History**).

#### **C.3.12.2.7 Maintenance and Upgrades.**

The Contractor shall maintain the Local Area Networks (LANs) and Wireless Local Area Networks (WLANs) as stand-alone systems in accordance with the Original Equipment Manufacturers' technical manuals and specifications, applicable federal, state, and local laws and regulations, and DOE Directives. The Contractor shall provide basic operating software for usage of the LANs and WLANs. The LANs and WLANs shall be available for use by the Contractor, the D&D contractor, authorized visitors, as well as onsite subcontractors at the Portsmouth site. The LANs and WLANs shall be configured to allow separation of multiple users. The LAN and WLAN support includes operation, maintenance, data backups, repairs and upgrades to the LAN and WLAN systems and components as necessary to provide reliable and ongoing connectivity.

The Contractor shall evaluate and recommend to DOE major upgrades required to the LAN and WLAN, and overall IT network/system.

#### **C.3.12.2.8 Application Deployment Services.**

The Contractor shall provide users listed in **Attachment J-8.C.3.12.1, Information Technology System, Application Inventory, & Workload History**, with enterprise IT application deployment services to ensure applications can be effectively utilized. The Contractor shall support designated application users to ensure deployed enterprise IT applications are usable and technical assistance is provided in a timely manner. The Contractor shall provide technical assistance to designated application users when requested to resolve all network, system, and equipment issues associated with the local utilization of deployed enterprise applications. Technical assistance includes, but is not limited to, adjusting settings and configuration of workstations, verifying database connectivity, and checking connection and settings of peripheral equipment. The Contractor shall assist users to resolve encountered errors related to user input, data, and execution process, and respond to assistance requests from end users.

The AACS shall be logically segmented within the larger information system, allowing only network traffic required for its operation. As a component of the General Support System, it will be maintained in a manner consistent with applicable IT and cyber security requirements. This system should be fully operational within 1 year from the transition date (start of operations) of the contract.

#### **C.3.12.2.9 Outages and Interruptions.**

The Contractor shall perform maintenance to ensure local systems and applications operate properly and interruptions are minimized. The Contractor shall provide 72 hours advance notice, including estimated downtime, to client organizations prior to performing scheduled system maintenance that would interrupt the availability of systems or applications. Emergency outages shall be coordinated with end users.

#### **C.3.12.2.10 Help Desk.**

The Contractor shall operate a help desk to ensure operational issues of local systems and applications are responded to and properly resolved. The Contractor shall assist individual users to resolve local system and application operational related issues that include, but are not limited to, hardware and software related issues, system connections, personnel relocations, and system configurations. The Contractor shall resolve all operational issues in a manner that would cause minimal interruptions to the availability of local systems and applications. The Contractor shall provide a designated phone line to accept assistance requests from during normal hours of operation as established in Section F.5, and provide the capability to provide assistance outside of these hours within three hours of being notified.

#### **C.3.12.2.11 Portfolio Management Services.**

The Contractor shall provide application portfolio management services to ensure efficient and appropriate utilization of applications and their licenses. The Contractor shall provide core software to all users consistent with **Attachment J-8.C.3.12.1, Information Technology System, Application Inventory, & Workload History**. The Contractor shall manage application licenses to ensure license reviews are completed in a timely manner and licenses are utilized appropriately. The Contractor shall conduct annual license reviews of all applications' usage and corresponding terms in the licensing agreements to identify license deficiencies and excesses. Licenses procured shall be transferable to DOE or the successor contractor. The Contractor shall report all licensing agreement violations to the COR immediately upon discovery.

The Contract shall submit an annual report of required Portsmouth Site software licenses, and projected cost and due dates for all site reimbursable software under Section C.4.4 Software Licenses by November 1,

each year (**Deliverable 108**). This report should identify the previous year's purchases, including number of licenses and costs, and the projected current FY estimated software, number of licenses, and costs. The report should identify each software's function and contribution to the Site IT infrastructure.

#### **C.3.12.2.12 Service Support.**

The Contractor shall provide service support including unpacking, installation, testing, removal of personal computers (PCs) and related components; software installation, removal, or upgrades as necessary; ensuring operability between PCs and peripheral devices, the LAN, the WLAN and the Wide Area Network (WAN); and providing personal interface in assessing user needs through personal visits and telephone. The Contractor shall provide for personnel and equipment relocations (moves) associated with all users supported under Section C.3.12.2., IT Support and Management. This includes tracking move requests, relocating IT equipment across all supported network users. Personnel office furniture, belongings, and working files are addressed in Section C.3.4.

#### **C.3.12.2.13 Remote Systems.**

The Contractor shall establish and maintain the capability to access and utilize all remote DOE systems or databases in use at PORTS, including: CAIRS; Non-Compliance Tracking System database; ORPS; Foreign Access Central Tracking System database; FIMS; Condition Assessment Information System; Federal Telephone System Access; and EM's IPABS; Automated Transportation Management System.

#### **C.3.12.2.14 DOE Site Network.**

The Contractor shall provide all basic support to the DOE site network (which includes the TSS contractor) including, unpacking, installation, testing, and removal of PCs, printers, copiers and all associated consumables and related components; wiring; moving; and basic hands-on support. The Contractor shall coordinate this work with the PPPO Federal Help Desk.

#### **C.3.12.2.15 Logistics Management and Distribution.**

The Contractor shall provide for receipt/distribution of computer equipment and other materials shipped directly to the contractor. For Contractor material, bills of lading are to be forwarded to the Contractor by the D&D Contractor.

### **C.3.13 CONTRACT CLOSEOUT**

The Contractor shall provide all necessary support for a smooth contract transition at the end of the Contract period. Six (6) months prior to the expiration of the Contract period (upon CO direction), the Contractor shall submit a Contract Close-out Plan (**Deliverable 109**) to DOE for review and approval. The Contract Close-out Plan shall include all remaining administrative matters necessary to effectively and efficiently close out the Contract, including, but not limited to, resolution of remaining and open agreements and all records management activities. Records management activities include, but are not limited to, the remaining records retention and disposition activities (including the final active/inactive records inventory of both Government-owned and Contractor-owned records, and all media types), turnover of electronic records management systems and/or other electronic information systems, records finding aids or any other activities. All procurements closed and records must be processed within 1 year of the performance end date.

### **C.4.0 COST REIMBURSEMENT WORK**

The cost reimbursement CLINs include the cost reimbursement items identified below in C.4.1 through C.4.6. No direct labor costs, indirect costs, or fee shall be paid in addition to or related to cost reimbursement items included in PWS Section C.4.0. Any support related to managing the cost reimbursement work must be included in the Contractor's Firm-Fixed Price Operations CLINs.

#### **C.4.1 BENEFIT PLANS**

Costs for benefit plans shall be reimbursable in accordance with subsection (E), Reimbursement of the Contractor Costs for Benefit Plans, under the Section H clause, *Employee Compensation: Pay and Benefits*.

#### **C.4.2 REPLACEMENT OF GOVERNMENT FURNISHED PROPERTY**

The Contractor manages Government furnished property (see **Attachment J-3, Accountable Property List**) in accordance with Section C.2.5, Property Management, and Section C.3.4.1, Property Management Services. Accountable property approved by DOE to be replaced shall be reimbursed as a direct item of cost under this section of the Contract in accordance with FAR 52.245-1, "Government Property." In addition to items on the Accountable Property List, replacement of computer monitors shall also be a cost reimbursable item. All cost reimbursable purchases of property under this section shall be approved in advance by DOE, and title shall pass to and vest in the Government.

#### **C.4.3 INTERAGENCY FLEET MANAGEMENT SYSTEM (IFMS) VEHICLES**

IFMS vehicle costs shall be a reimbursable cost under this section in accordance with FAR Subpart 51.2, *Contractor Use of IFMS Vehicles*.

#### **C.4.4 SOFTWARE LICENSES AND TELECOMMUNICATIONS LONG DISTANCE SERVICE**

The Contractor shall purchase and manage identified software licenses necessary to perform the work under this Contract, the costs of which are reimbursable under this section. Identified software licenses are specifically identified in **Attachment J-8.C.3.12.1, Information Technology System Application Inventory and Workload History**.

Long distance service associated with the telecommunications landlines shall be cost reimbursable.

#### **C.4.5 LEASE**

The Contractor shall pay lease costs in support of Portsmouth Environmental Information Center, Ohio State University, Endeavor Center, 1862 Shyville Road, Room 207, Piketon, OH 45661.

#### **C.4.6 MOBILE EQUIPMENT MAINTENANCE**

The Contractor shall provide preventative and corrective mobile equipment maintenance services to the D&D contractor from the X-751 Garage Facility. Services include, although not limited to equipment inspections, fluid checks/changes, lubricating components, filter changes, and cleaning. Services also include equipment trouble shooting and repair. Equipment included include government owned motor vehicles, utility vehicles,

miscellaneous lifts, and other mobile equipment (**Attachment J-8.C.4.7, *Inventory of D&D Contractor Mobile Equipment***).

The Contractor shall propose direct labor hours restricted to the cumulative direct labor hours for craft personnel (e.g., laborer, technicians, mechanic, etc.) in the performance of work. Labor hours attributable to support areas such as administration, supervision, work planning, quality assurance, waste management, service coordination, oversight, etc. are to be included in Section 3.

The Contractor may be requested to provide similar services to the DUF6 Conversion Contractor.

The Contractor shall provide services to pick up equipment from facilities of the D&D contractor and arrange for return of equipment back to the requesting facility

The Contractor shall develop a prioritization process and submit to DOE for approval.

The Contractor shall maintain all applicable maintenance records and inform the equipment owner of any needed preventative maintenance need in accordance with manufacturer's recommendations.

### **C.5.0 TASK ORDERING**

Dependent upon cost, schedule, and complexity, DOE may wish to pursue one of three task ordering options: Cost-reimbursable tasks, Firm Fixed-price tasks, or IDIQ. Contract requirements that are not included as part of the firm-fixed-price, labor hour, or cost reimbursement CLINs, or beyond the LEVEL II limit of liability (as defined in Section C.3.4.2.2), may be included in the IDIQ work.

Such work, tasks, and activities may include, but are not limited to, the following general areas of the PWS:

- 1) Facilities maintenance, alterations, and capitalization (construction)
- 2) Roads maintenance, alteration, and construction
- 3) Grounds maintenance
- 4) IT equipment, infrastructure support, and upgrades, including DUF6 projects in Portsmouth, Lexington, and Portsmouth
- 5) Safeguards and security support
- 6) Engineering support
- 7) Training services
- 8) Records management support

If IDIQ work requires additional positions and/or tasks, DOE and the Contractor may negotiate the additional associated rates.

IDIQ work will be ordered by DOE under Task Orders issued pursuant to the Section H clause, ***Task Ordering Procedure***. The period of performance will be specified in each order. Performance standards for IDIQ work will be the same as those in PWS sections C.2.0, C.3.0, and C.4.0 where applicable, unless otherwise stated.

### **C.6.0 WORK FOR OTHERS**

The Contractor may provide services, within the scope of this contract, to site tenants. The Contractor shall provide services in accordance with the current work authorizations (WA) which are contained in **Section J, Attachment J-15, *Work Authorizations***, if requested by site tenants. The Contractor will establish new work authorization during transition to replace the previous contractor's work authorizations. These services will be subject to audit and assessment. Support for inspections and assessments performed by tenants shall be conducted only when a mechanism is in place for full cost recovery to DOE. If approved by DOE the contractor shall respond to contractor deficiency notifications applicable to services provided. The Contractor shall participate and adhere to the established shared site process to communicate and evaluate changes that may impact other site tenants.

WAs may be revised, added, or removed during the contract period of performance. It is the Contractor's responsibility to adequately price any services provided. DOE shall not be subject to any request for equitable adjustment or dispute arising from removal, revision, or addition of WAs.